

**INSTRUCTIONS ON HOW TO RECEIVE FREE TAX TRANSCRIPTS BY MAIL (10-15 DAYS)**

Dial 1 800 829 1040

Press 2

Press 2

Enter SSN

Press 1

Press 1 if correct

Press 3

Enter the numbers in your street address

Press 2

Enter the year you want the transcript for (remember, you need the last 4 years)

Press 1 if correct

Press 1 if correct

Press 2 for another year; or

Press 3 to end