Instructions to Obtain an IRS Tax Transcript

Call 1-800-908-9946 (24 hour hotline) Request Tax Year _____

You will hear welcome message menu (You must wait for the request to be asked prior to punching in the number or the system will automatically kick the caller to the operator)

Press # 2 to request a tax transcript.
(If you did not file taxes for the requested tax year. You must request a verification of non filing. You will need to speak directly to an operator for this document).

Punch in social security number as requested (you may also need your spouse's social security number if you filed jointly).

Press #1 if correct after it is read back to you (you will hold for a second while they check your account)

Press #3 to request tax return transcript

Punch in your street number only, this should be the address that you filed your taxes from. (you will hold for a second while they check your account)

You will hear explanation of tax return transcript. There is no fee and will take 10-15 days via the mail. It will be mailed to the address connected to the social security number. You will hear explanation of requesting a photocopy for $57.00, you do not want this.

Press #2 for transcript of tax return

Enter the year of the tax return you are requesting. You may not be able to get the most recent year (example: 2010) if it is close to tax season and the data has not been recorded yet. If this is the case, choose the next year prior (example: 2009).

Press #1 if correct

It will repeat your request. **Press #1 if correct**

Press #3 to end the call.

Once the transcript is received, please fax or mail it to the OHDAP office:

Fax: 1-866-448-6337

Mailing Address: OHDAP/HIPP
Ohio Department of Health
246 North High Street, 6th floor
P.O. Box 118
Columbus, Ohio 43216-0118
1-800-777-4775

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