

# How to Order an IRS Transcript

To apply for a TPEG CPD grant, you must provide the required documentation below, as issued by IRS office (FREE):

## TWO REQUIRED ITEMS:

1. Official IRS **2016 Tax Return Transcript** (issued by the IRS office)
2. Official IRS **2016 Wage and Income Transcript** (issued by the IRS office) OR Copies of your **2016 W2s**

Note: If you did NOT file income tax in 2016, you will need to get below:

- Official IRS **2016 VERIFICATION OF NON-FILING LETTER** (issued by the IRS office)

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## TWO options for ordering official IRS 2016 documentation:

**Option #1: Order online from [www.irs.gov](http://www.irs.gov)** → Under Tools, click on “GET a TAX TRANSCRIPT” (takes up to 10 days)

**NOTE: REQUIRES ITEMS BELOW:**

### TO ORDER ONLINE You Need:

1. Your SSN, date of birth, filing status and mailing address from latest tax return
2. Access to your email account
3. Your credit card number or account number from an auto loan, mortgage, home equity loan or home equity line of credit
4. A mobile phone with your name on the account.

**Option #2: Visit ANY IRS Office** location\*\* **BY APPOINTMENT ONLY**

1. Call special IRS toll-free number to set an appointment **1-844-545-5640**.
2. Visit IRS office. Bring photo ID to pick up official IRS 2016 documentation.

**NOTE: ORDER TRANSCRIPT ASAP!**

Grants are awarded on a first-come, first-serve basis.

Applications that are missing the documentation will not be accepted.

## \*\*HOUSTON AREA OFFICES:

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Houston (Downtown)	1919 Smith St. Houston, TX 77002	Monday-Friday - 8:30 a.m.-4:30 p.m.
Houston (NW)	12941 I45 N Houston, TX 77060	Monday-Friday - 8:30 a.m.-4:30 p.m.
<b>Houston (SE)</b>	<b>8876 I45 S</b> <b>Houston, TX 77017</b>	Monday-Friday - 8:30 a.m.-4:30 p.m.
	<i>(Located near Monroe exit)</i>	
Houston (SW)	8701 S. Gessner Houston, TX 77074	Monday-Friday - 8:30 a.m.-4:30 p.m.

**PLEASE REMEMBER TO MAKE COPIES FOR YOUR RECORDS!**