

# Need a 2016 Non-Tax Filer letter or 2016 Tax Transcript?

**To Request the transcript or non-tax filer letter at a local office:**

## **New Orleans Office**

**1555 Poydras St.**

**New Orleans, LA 70112**

**Office number: (504) 558-3344**

**Number to make an appointment: (844) 545-5640**

**Mon-Fri 8:30am-4:30pm**

## **Baton Rouge Office**

**2600 Citiplace Centre**

**Baton Rouge, LA 70808**

**Office Number (225) 343-8625**

**Mon-Fri 8:30am-4:30pm**

## **To Request the Tax Transcript Online:**

**\*\*Get Transcript Online is unavailable for new users at this time. If you already have an account, please continue the login process. Users can continue to access Get Transcript by mail. \*\***

- 1. Go to [www.irs.gov](http://www.irs.gov)**
- 2. Click “Get My Tax Record”**

**You will see 2 options**

### **Option 1: Get Transcript online**

- **Will be available for download right away**
- **Requires you or your parent to have a SSN, date of birth, filing status and mailing address from latest tax return,**
- **access to your email account,**
- **your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and**
- **a mobile phone with your name on the account.**

### **Option 2: Get Transcript by Mail**

- **please allow 5 to 10 business days for transcript to come in the mail**

**\*\*Requesting a Tax Transcript is free**