**How to Request a Transcript or Copy of Tax Return**

1. **To Request an Online Transcript from the IRS,** go to <https://www.irs.gov/individuals/get-transcript> and fill out the request form. You will need to provide a photo ID such as driver's license, state ID, or passport to verify your identity. You'll also need to take a selfie with a smartphone or a computer with a webcam. This service is free. It may take 5 to 10 business days to process your request.
2. **To Request a Transcript from the IRS by Mail** go to <https://sa.www4.irs.gov/irfof-tra/login> and fill out the request form or call 800-908-9946. This service is free. It may take up to 30 days to process your request.
3. **To Request a Copy of your Tax Return from the IRS** complete and mail in Form 4506. Go to <https://www.irs.gov/pub/irs-pdf/f4506.pdf> to print the form. For Wisconsin residents, mail to the below address. The service cost is $50. It may take up to 75 calendar days for the IRS to process your request.

Internal Revenue Service

RAIVS Team

Stop 6705 S-2

Kansas City, MO 64999

1. **To Request a Copy of your Tax Return from our Office** please fill out the request form provided by our office. This is only applicable for clients who filed with us during the years requested. The service cost is $10/year for tax returns and $15/year for tax returns and W2’s. It may take up to 3 business days to process your request. For expedited delivery (within 24 hours) the service fee is $20/year for tax returns and $30/year for tax returns and W2’s. Please call (920) 388-0818 with any questions.

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| **WESTEN, GRAFF & Co.**  Accounting & Tax Preparation  413 Milwaukee St.  Kewaunee, WI 54216  Phone: (920) 388-0818 / Fax: (920) 388-4471 |

**Tax Return Request Form**

*This form is used to request a copy of a tax return filed by Westen, Graff & Co. during the years requested. Please allow up to 3 business days for your request to be processed.*

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Your Name:

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SSN (for identity verification purposes):

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Phone Number:

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Email:

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Year(s):

How would you like your tax return copies to be delivered?

Secure Client Portal

Paper Copy – Pick Up

Paper Copy – Mailed

Secure Email

Expedited Delivery (within 24 hours)

\*Additional charges apply for expedited or mailed tax returns.

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Credit Card Number: Expiration Date:

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CVV (3 Digit Code): ZIP Code:

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*By signing this form, you give Westen, Graff & Co. permission to debit your account for the services indicated above. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits to your account. Your credit card information will not be saved for future use.*

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Signature: Date: