

Printing Your IRS Tax Return Transcript From IRS.GOV

This is an option for students that are not able to use the IRS Data Retrieval Tool, available by logging into your FAFSA.

1. To begin go to **irs.gov**:

The screenshot shows the IRS.gov homepage. At the top, there is the IRS logo, a search bar, and navigation links for Subscriptions, Language, and Information For... Below this is a horizontal menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. A row of four large buttons follows: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these are four columns of content: 'Forms and Pubs' (listing forms like 1040, 1040EZ, W-4, etc.), 'Hot Topics' (listing topics like 'Find Free Tax Assistance Near You'), 'Tools' (with 'Get Transcript of Your Tax Records' highlighted by a black box and an arrow), and 'Filing & Payment' (with logos for where's my refund?, freefile, e-file, and EFTPS). A 'News' section on the left lists recent articles. A central banner for 'Free File 2014' features a video player with the text 'FILING YOUR TAXES COSTS LESS THAN THIS' and 'Do Your Taxes for Free with Free File'. On the right, there is a 'Social Media' section with a video player and social media icons. At the bottom, there are five columns of links: 'Resolve an Issue', 'Learn About IRS', 'Work at IRS', 'Get Important Info', and 'Visit Other Sites'.

- You will have the option to access your transcript online or via mail. To view and print your transcript immediately, click on the 'Get Transcript Online' option:

IRS

Subscriptions | Language | Information For... | Search | Advanced

Filing | Payments | Refunds | Credits & Deductions | News & Events | Forms & Pubs | Help & Resources | for Tax Pros

Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record.

Get Transcript ONLINE

Get Transcript by MAIL

- View and print your transcript immediately.
- Choose among [Tax Return](#), [Tax Account](#), [Record of Account](#), or [Wage and Income transcripts](#) or a [Verification of Nonfiling Letter](#).
- Need help? [More information about Get Transcript Online](#).

- Transcripts arrive in 5 to 10 calendar days.
- Choose from either a [Tax Return](#) or [Tax Account](#).
- Transcript by Mail is available [en Español](#).

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Resolve an Issue

- › [Appealing a Tax Dispute](#)
- › [Responding to a Notice](#)
- › [Taxpayer Advocate Service](#)
- › [Disaster Relief](#)
- › [Civil Rights](#)

Learn About IRS

- › [Commissioner](#)
- › [Organization](#)
- › [Compliance & Enforcement](#)
- › [Tax Stats, Facts & Figures](#)
- › [IRS.gov Information](#)
- › [Contact Your Local IRS Office](#)
- › [Contact Us](#)

Work at IRS

- › [Careers](#)
- › [Job Postings](#)
- › [Equal Employment Opportunity](#)
- › [Contracting Opportunities](#)

Get Important Info

- › [Tax Fraud & Abuse](#)
- › [Privacy Policy](#)
- › [Reporting Phishing](#)
- › [Identity Theft](#)
- › [No FEAR Act](#)
- › [Freedom of Information Act](#)
- › [Accessibility](#)
- › [BusinessUSA.gov](#)

Visit Other Sites

- › [Español](#)
- › [Русский](#)
- › [Tiếng Việt](#)
- › [U.S. Treasury](#)
- › [USA.gov](#)
- › [Whitehouse.gov](#)
- › [Treasury Inspector General for Tax](#)

3. You will then be warned that this is a government system and is for authorized use only. To proceed, click 'OK,' then click on Create an Account:

The screenshot shows the IRS website's 'Sign Up' section. On the left, under 'Sign In', there is a 'User ID' input field, a 'Mask User ID' checkbox, a 'Forgot User ID' link, and a 'SIGN IN >' button. On the right, under 'Sign Up', there is a sub-header 'Sign Up' and a note: 'You must sign up to create or reactivate your account.' Below this is a 'CREATE AN ACCOUNT >' button. A blue-bordered warning message box is overlaid on the page. The message box has a title bar 'Message from webpage' and a close button. It contains a yellow warning icon and the text: 'THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431)'. At the bottom of the message box is an 'OK' button. Arrows point from the 'CREATE AN ACCOUNT' button to the message box and from the 'OK' button back to the 'CREATE AN ACCOUNT' button. A text label 'Click 'Ok,' then click 'Create Account.' is positioned to the left of the message box.

4. You will be required to complete the following steps beginning with requesting an email confirmation code. Enter the data requested below then click 'Send Email Confirmation Code:'

The screenshot shows the 'Sign Up: Step 1 of 6' page on the IRS website. It features the IRS logo at the top left. Below the logo, the text 'Sign Up: Step 1 of 6' is displayed, followed by the instruction 'All fields are required.' There are four input fields: 'First Name', 'Last Name', 'Email', and 'Confirm Email'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SEND EMAIL CONFIRMATION CODE >'. Below the buttons, there is a horizontal line and a link: 'IRS Privacy Policy | Accessibility'.

5. Check the email account for the email you entered in the prior screen, using a DIFFERENT browser, and enter the email confirmation code provided in your email by the IRS. Once you have entered it you will need to click the 'Verify Email Confirmation Code.'



Sign Up: Step 2 of 6

! Retrieve your confirmation code by viewing your email in another browser window. Do not close this window, or you will have to restart the process.

All fields are required. Do not close or navigate away from this page until your registration is complete. Please click the 'Verify Email Confirmation Code' button at the bottom of the page to continue.

First Name

Last Name

Email

Enter Confirmation Code

[Resend Email Confirmation Code](#)

CANCEL

VERIFY EMAIL CONFIRMATION CODE >

Once you enter the confirmation code click 'Verify Email Confirmation Code.'

6. On the next screen you will enter the requested information then click 'continue:' NOTE: By checking the checkbox at the very end of the form you are opting to continue as a guest so that your information is not stored on **irs.gov**.

Sign Up : Step 3 of 6

All fields are required. Your information must match your most recently filed tax return.

Personal Information

First Name

Last Name

Email

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#)
 - -

Date of Birth
Month Day Year

Filing Status

- I have filed a tax return in the past seven years

Select Status

- I have not filed a tax return in the past seven years

Country
United States

Address Line 1

Address Line 2 (Optional)

City

State/U.S. Territory Zip Code

Phone Number (Optional)

Mobile Number (Optional)

- Select checkbox and click the "Continue" button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the "Continue" button to create a User ID and password.

CANCEL

CONTINUE >

7. After you click continue, you will be brought to a screen that will present you with questions that ***must*** be answered correctly so that **irs.gov** can validate that you are who you say you are. Once you complete answering the questions hit continue: ***(NOTE: If you are unable to answer all of these correctly you will be forced to start from the beginning.)***



Sign Up: Step 4 of 6

All fields are required. This information is being validated by a third party.

Which of the following is either your current or your previous telephone number ?

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Your credit file indicates you may have had an auto loan/lease, closed on or around March 2011. Who was the credit provider for this account?

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

What was the total monthly payment for the above-referenced account?

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

What were the terms for the above-referenced account?

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

←

8. If all your validation questions were answered correctly, you will be given the opportunity to select the transcript information. Select the reason as 'Higher Education/Student Aid' then select the correct year for the Return Transcript you are attempting to print:

- **FOR 2014-2015 AWARD YEAR YOU WILL NEED YOUR 2013 TAX RETURN TRANSCRIPT – FALL 2014/SPRING 2015/SUMMER 2015**
- **FOR 2013-2014 AWARD YEAR YOU WILL NEED YOUR 2012 TAX RETURN TRANSCRIPT – FALL 2013/SPRING 2014/SUMMER 2014**



[Sign Out](#)

Get Transcript

Please select the reason you are requesting a transcript to help us determine the appropriate transcript for your needs.

- | | | |
|---|---|--|
| <input checked="" type="radio"/> Higher Education/Student Aid | <input type="radio"/> FEMA/Disaster Related | <input type="radio"/> State or Local Tax Issue |
| <input type="radio"/> Mortgage Related | <input type="radio"/> State Licensing | <input type="radio"/> Income Verification |
| <input type="radio"/> Federal Tax | <input type="radio"/> Small Business Loan | <input type="radio"/> Health Care |
| <input type="radio"/> Immigration | <input type="radio"/> Housing Assistance | <input type="radio"/> Other |

You selected: **Higher Education/Student Aid**
We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
2013 2012 2011 2010	2013 2012 2011 2010
Account Transcript	
2013 2012 2011 2010 2009 2008 N/A N/A N/A N/A	
Wage & Income Transcript	
2013 2012 2011 2010 2009 2008 2007 2006 2005 2004	

* The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.

9. (ONLY IF NEEDED) If you are a student that was not required to file but need to provide your W-2 to your Financial Aid Office and do not have copies, you can also select the following options to print your wage and earning statements for the correct year:



[Sign Out](#)

Get Transcript

Please select the reason you are requesting a transcript to help us determine the appropriate transcript for your needs.

- | | | |
|--|---|--|
| <input type="radio"/> Higher Education/Student Aid | <input type="radio"/> FEMA/Disaster Related | <input type="radio"/> State or Local Tax Issue |
| <input type="radio"/> Mortgage Related | <input type="radio"/> State Licensing | <input type="radio"/> Income Verification |
| <input type="radio"/> Federal Tax | <input type="radio"/> Small Business Loan | <input type="radio"/> Health Care |
| <input type="radio"/> Immigration | <input type="radio"/> Housing Assistance | <input checked="" type="radio"/> Other |

Below are the transcripts and years available.

Return Transcript				Record of Account Transcript					
2013	2012	2011	2010	2013	2012	2011	2010		
Account Transcript									
2013	2012	2011	2010	2009	2008	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

* The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.

10. Once you have printed all the documents, and have *written your ID on every page*, then you can submit them to the Financial Aid Office, **along with other required documents.**

11. You can now 'sign out' of the IRS system and close the web browser.