Printing Your IRS Tax Return Transcript From IRS.GOVT

*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](https://irs.gov):
2. 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:
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:

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:’
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.’
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)**

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Select checkboxes 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 “Cancel” button to create a User ID and password.

[Buttons: 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](https://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.)*
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:

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:

![IRS Get Transcript](image)

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.