

# Instructions on Obtaining IRS Tax Return Transcripts

## Printing an IRS tax return transcript

1. Open FireFox web browser and log on to <http://www.irs.gov>
2. Under tools select “get transcripts of your tax records”.
3. Select “get online transcript”.
4. Select “create an account” if you have not previously done so, if have an account , then log into your account.

## How to register a new account

1. Select create an account
2. Enter first name, last name, and email address
3. Long into your email and check for confirmation email and code
4. Enter confirmation code
5. Enter personal information then select continue (**Address must match what is on the 1040**)
6. Answer the additional questions to verify your identity
7. Complete the security profile (when answering the security questions none of the answers can be the same)
8. Be sure to record security questions and answers, user ID, and passwords for your records.
9. Select the reason i.e Higher Education/Student Aid
10. Make sure the pop-up blocker is turned off
11. Select year in the **Return Transcript box**, the transcript will pop-up as a PDF
12. Print the form
13. Print the name and student ID on every page and have the filer sign the last page.