

# Do you need Tax Return Transcripts?

## 1. Select Request Transcript of Your Tax Records

The screenshot shows the IRS website's main navigation and content areas. At the top right, there are links for Subscriptions, Language, and Information For. Below this is a search bar and a navigation menu with categories like Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The main content area features four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these are four columns of links: 'Forms and Pubs', 'Hot Topics', 'Tools', and 'Filing & Payment'. In the 'Tools' column, the link 'Get Transcript of Your Tax Records' is circled in red, with an arrow pointing to it from the text above.

## 2. Select Get Transcript Online

The screenshot shows the 'Get Transcript' page on the IRS website. The page title is 'Get Transcript'. Below the title, there is a brief description: '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.' There are two main options: 'Get Transcript ONLINE' and 'Get Transcript by MAIL'. The 'Get Transcript ONLINE' button is highlighted with a blue arrow pointing to it from the text above. Below the 'Get Transcript ONLINE' button, there are several bullet points: '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.', and 'Need help? More information about Get Transcript Online.' The 'Get Transcript by MAIL' button is also visible, with its own set of bullet points: 'Transcripts arrive in 5 to 10 calendar days.', 'Choose from either a Tax Return or Tax Account.', and 'Transcript by Mail is available en Español.'

## 3. You must create an account- please sign up and click "CREATE AN ACCOUNT"

The screenshot shows the 'Sign In' and 'Sign Up' section of the IRS website. On the left, under 'Sign In', there is a 'User ID' input field, a 'Mask User ID' checkbox, and a 'Forgot User ID' link. Below this is a 'SIGN IN' button. On the right, under 'Sign Up', there is a heading 'Sign Up' and a sub-heading 'You must sign up to create or reacti'. Below this is a 'CREATE AN ACCOUNT' button. A blue arrow points from the text above to the 'CREATE AN ACCOUNT' button.

4. Type in your email, first and last name than click "Send Email to Confirmation Code"



### Sign Up: Step 1 of 6

All fields are required.

**First Name**

**Last Name**

**Email**

**Confirm Email**

Click the "Send Email Confirmation Code" button. A confirmation

5. You must now access your email account and type in the confirmation code to continue:



### Sign Up: Step 2 of 6

**!** Retrieve your confirmation code by viewing  
Do not close this window, or you will have to

All fields are required. Do not close or navigate away from this page. Click the 'Send Email Confirmation Code' button at the bottom of the page to continue.

**First Name**

**Last Name**

**Email**

**Enter Confirmation Code**  
  [Resend Email Confirmation Code](#)

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

**Country**

**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 guest will not allow you to access the system. If you would like this information stored for future use do not select this checkbox.

6. Now you must enter your personal information and select Continue:

7. Answer the questions: (questions may vary per person)



Sign Up: Step 4 of 6

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

Your credit file indicates you may have an auto loan/lease, opened in or around January 2014. Who is the credit provider for this account?

- EVANGELICAL CHRISTIAN CU
- HUDSON VALLEY FCUT UNION
- MID HUDSON VALLEY FCUT UNION
- ROYAL CREDIT CU
- NONE OF THE ABOVE

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

- \$50 - \$99
- \$100 - \$149
- \$150 - \$199
- \$200 - \$249
- NONE OF THE ABOVE

What are the terms for the above-referenced account?

- 61 months
- 73 months
- 85 months
- 97 months
- NONE OF THE ABOVE

Your credit file indicates you may have a student loan, opened in or around October 2013. Who is the credit provider for this account?

- CAMPUS PARTNERS
- INDEPENDENCE FSB STUDENT LOAN
- PITTSBURGH NATIONAL CORP
- WELLS FARGO & COMPANY
- NONE OF THE ABOVE

[CANCEL](#) [CONTINUE >](#)

- You now can request a print out of your 2013 Tax Return Transcript.
- You can also request a copy of your w-2 information as well under the heading "Wage & Income Transcript"

**Get Transcript**

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

- Higher Education/Student Aid
- Mortgage Related
- Federal Tax
- Immigration
- FEMA/Disaster Related
- State Licensing
- Small Business Loan
- Housing Assistance
- State or Local Tax Issue
- Income Verification
- Health Care
- Other

Below are the transcripts and years available.

Return Transcript				Record of Account Transcript					
<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	<a href="#">2010*</a>	<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	N/A		
Account Transcript									
<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	N/A	<a href="#">2009</a>	N/A	N/A	N/A	N/A	N/A
Wage & Income Transcript									
<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	<a href="#">2010</a>	<a href="#">2009</a>	<a href="#">2008</a>	<a href="#">2007</a>	<a href="#">2006</a>	<a href="#">2005</a>	<a href="#">2004</a>

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