

# IRS Transcript Directions

You must use an email account get this transcript. Ideally, the taxpayer should do this process with the tax return in hand, so the information entered here matches what is on the return.

1. Log on to [www.irs.gov](http://www.irs.gov)

2. Under the orange box that says Tools

Click here

**Tools**

- > Can't Pay in Full? Here's One Option
- > Check Status of Your Amended Return
- > Find Answers to Your Tax Questions
- > **Get Transcript of Your Tax Records**
- > Request an Electronic Filing PIN
- > More ...

3. On the next page

Click here

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**

After reading the government privacy warning pop-up, click on

Ok

4. Next

Click here

**IRS**

**Sign In**

User ID

Mask User ID

[Forgot User ID](#)

**SIGN IN** >

**Sign Up**

You must sign up to create or reactivate your account.

**CREATE AN ACCOUNT** >

5. Then

Type in the taxpayer's name and an email and then click here

**IRS**

**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 code will be sent to your email address.

**CANCEL** **SEND EMAIL CONFIRMATION CODE** >

6. The next window will have this message . . .

### 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. Please allow at least 10 minutes to receive your email confirmation code. Be sure to check your spam folder if it is not in your inbox.

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.

Open another window and go to your email account.

Copy the confirmation code and enter it here

Enter Confirmation Code  
  [Resend Email Confirmation Code](#)  
**CANCEL** **VERIFY EMAIL CONFIRMATION CODE** >

and then click here

7. Next is a form to fill out. . .



**DO NOT HIT ENTER** after you type in your Social Security number!

### Sign Up: Step 3 of 6

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

#### Personal Information

First Name

. . .at the bottom of this same page...

**Click this box, then click on Continue.**

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** >

*If you wish, come back when you are not rushed and follow the steps on the screen to create a permanent account*

8. These questions are to verify you are who you say you are...



### Sign Up: Step 4 of 6

Almost done - we need additional information about you to ensure that you are the right person  
All fields are required. This information is being validated by a third party.

**What is the age range of the head of your household?**

- 25 - 34 years old
- 35 - 44 years old
- 45 - 54 years old
- 55 - 64 years old

When done, click on 

\*\*\* If some questions are answered incorrectly, you will be sent back to the beginning of the process and it looks like this:

#### Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and 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.

 <ul style="list-style-type: none"><li>• View and print your transcript immediately.</li><li>• Choose among Tax Return, Tax Account, Record of Account</li></ul>	 <ul style="list-style-type: none"><li>• Transcripts arrive in 5 to 10 calendar days.</li><li>• Choose from either a Tax Return or Tax Account</li></ul>
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Do not despair! Except for part of your social security # and typing in your email to get a confirmation number, everything you typed is still there. Click here and then on the buttons to move forward, and you will get back to the questions page where you will be given a new set of identity questions to answer.

\*\*\* If the questions are answered correctly, then you will be left on the questions page. Click on 

9.



[Sign Out](#)

Click this circle

### 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

Then click the latest date

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>	<a href="#">2010</a>		
Account Transcript									
<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	<a href="#">2010</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.

If using FireFox, you may have to allow pop-ups.

Look in the upper right corner for a box to check.

Then click on the latest date again.

and you will get a document to print.



This Product Contains Sensitive Taxpayer Data

**After printing the document ...** (do you need more than 1 copy?)

... then close the document

... then click on [Sign Out](#) in the upper right corner

... and then close the browser window.