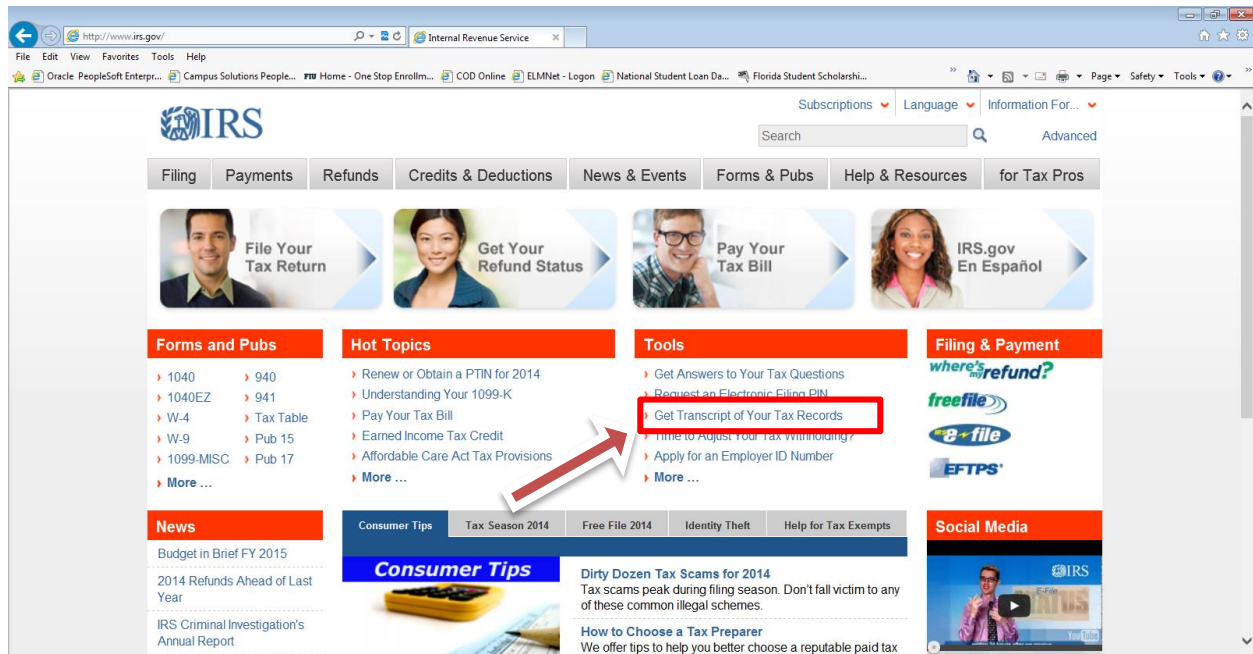
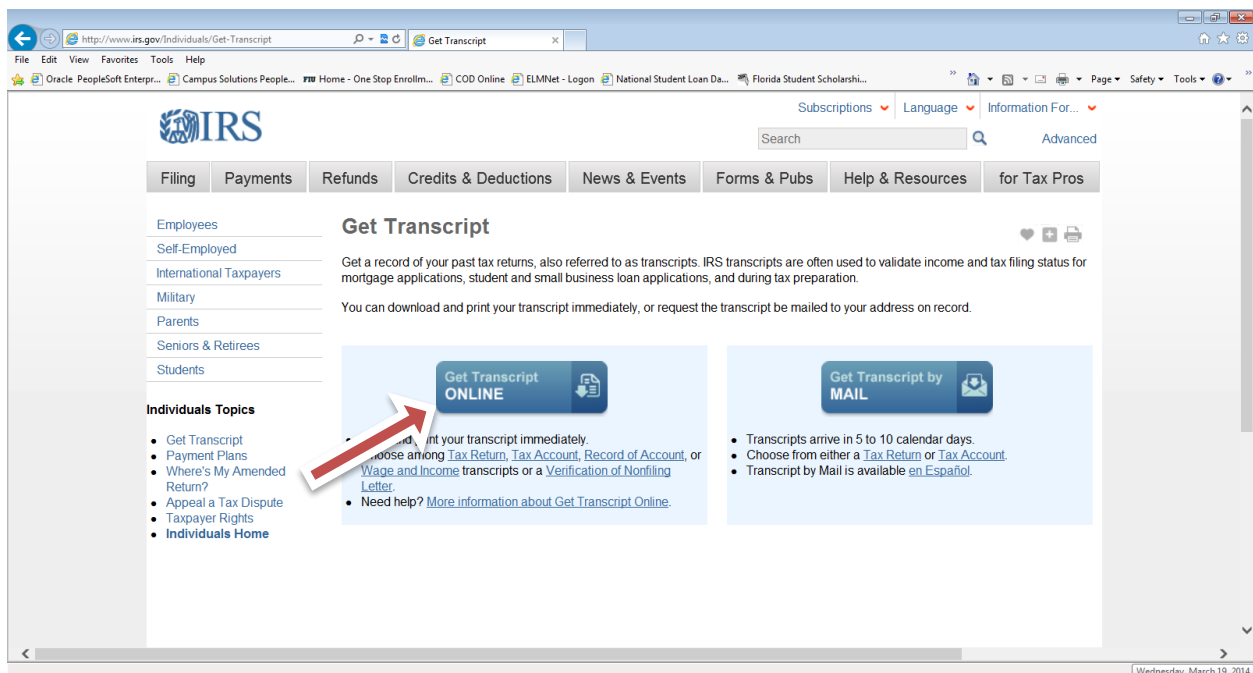


How to Guide “Get IRS Tax Return Transcripts Parent/Student”

1. Student/Parent must log on to IRS.gov, then click the “Get Transcript of your Tax Records”



2. On the following screen you will click “Get Transcript Online” button



- Next, you will select the "Create an Account" button.
Note: If previously visited this site, sign in and skip to step # 8.

A screenshot of a web browser showing the IRS login page. The URL is https://sa1.www4.irs.gov/eauth/pub/login.jsp. The page features the IRS logo at the top left. Below the logo, there are two main sections: "Sign In" and "Sign Up". The "Sign In" section includes a text input field for "User ID", a checkbox for "Mask User ID", a link for "Forgot User ID", and a blue button labeled "SIGN IN >". The "Sign Up" section contains the text "You must sign up to create or reactivate your account." and a blue button labeled "CREATE AN ACCOUNT >". At the bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility". The browser's address bar and menu bar are visible at the top.

- Time to sign up! Please fill the information requested and click "Send Email Confirmation Code". An email confirmation will be sent to the email address provided below.

A screenshot of a web browser showing the IRS "Sign Up: Step 1 of 6" page. The URL is https://sa1.www4.irs.gov/eauth/pub/registration/prereg1.jsp. The page features the IRS logo at the top left. Below the logo, the heading "Sign Up: Step 1 of 6" is displayed, followed by the instruction "All fields are required." There are four text input fields labeled "First Name", "Last Name", "Email", and "Confirm Email". Below these fields, there is a text instruction: "Click the 'Send Email Confirmation Code' button. A confirmation code will be sent to your email address." At the bottom of the form area, there are two blue buttons: "CANCEL" and "SEND EMAIL CONFIRMATION CODE >". A red arrow with a white outline points to the "SEND EMAIL CONFIRMATION CODE" button. At the bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility". The browser's address bar and menu bar are visible at the top.

- Next, you will log on and retrieve your confirmation code from the email address provided below. Once retrieved input confirmation code in the box below.

IRS

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](#)

- The following step will ask that you complete the form through its entirety and click on the “Continue” button. **Note: If you click the checkbox at the end of the form you will continue to retrieve your tax return transcripts as a guest without having to create an account.**

IRS

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

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 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

- The next section, will ask for you to confirm a few security questions regarding your credit history. If answered incorrectly, it will not let you proceed to the following section to retrieve your IRS Tax Return Transcripts.

IRS

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 had an account on or around July 2012. Who was the credit provider for this account?

BMW FINANCIAL SERVICES
 EARL STEWART TOYOTA OF NORTH PALM BEACH
 NISSAN MOTOR CO., LTD.
 ONYX ACCEPTANCE CORP
 NONE OF THE ABOVE

Your credit file indicates you may have had an account on or around November 2006. Who is the credit provider for this account?

DRIVE TIME
 FIFTH THIRD BANK
 IRWIN FINANCIAL
 WELLS FARGO & COMPANY
 NONE OF THE ABOVE

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

\$50 - \$74
 \$75 - \$99
 \$100 - \$124
 \$125 - \$149
 NONE OF THE ABOVE

What are the terms for the above-referenced account?

120 months
 132 months
 144 months
 156 months
 NONE OF THE ABOVE

- Lastly, you have reached the final stage. On this screen select “Higher Education/Student Aid” from the list below. A green box will appear indicating the “Return Transcripts” and the different years available to retrieve.

IRS

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

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

Below are the transcripts and years available.

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

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

[IRS Privacy Policy](#) | [Privacy Notice](#)
icce-webapp (version 14.1.1.1)

- Final step! Once you select a year to retrieve from your IRS Tax Transcript a new window will open with the document. After the document opens, then you may proceed to save the file by clicking the save button indicated below.

