

How to Request IRS Tax Return Transcripts

1. Go to IRS website: www.irs.gov.
2. Under “Tools”, click “Get Transcript of Your Tax Records.”
3. Click on “Get Transcript ONLINE.”
4. Sign in or Sign Up – You must sign up to create or reactivate your account.
5. Once signed up, you will receive an email that will state:

Dear user,

Your confirmation code is: xxxx-xxxx

This code will expire in 30 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service.

6. Once account is confirmed, you will be able to access your available tax transcripts.
7. From here, you will select the reason you are requesting a transcript and the type and year of the transcript you need. For Financial Aid purposes, you will need the Tax Return Transcript.
8. Your transcript will appear as a PDF to view. Print and mail to the Financial Aid Office.