

## Instructions for getting Transcript of your Tax Returns

*Note: Tax information electronically filed within the last 3 weeks or submitted by mail within the last 8 weeks may not be available.*

1. Please begin by going to the Internal Revenue Service webpage at [www.irs.gov](http://www.irs.gov). Click on the "Get Transcript of Your Tax Records" link under the "Tools" section of the page.
2. On the next screen click the "Get Transcript ONLINE" link.
3. Click the "GET STARTED" button under Create a Login.
4. Then you must enter a valid name and email address. After clicking the "Send Email Confirmation Code" button, the IRS will send an email with an 8 digit code. Please check your email in a separate browser window. If you close this window you will have to start the process over.
5. Once the email is received, enter the code in the "Enter Confirmation Code" box. Then click the "CONTINUE" button.
6. The IRS site will then ask some personal questions regarding your financial data in order to verify your identity. Click the "CONTINUE" button once you have entered your data.
7. Once the IRS verifies your identity, select the Higher Education/Student Aid option. The IRS offers two options when ordering a transcript. Please be sure to order a "Return Transcript" and select the appropriate tax year.
8. You can also request a copy of your W-2s information as well under the heading "Wages & Income Transcript."