

Please keep in mind that the Financial Aid Office does not know the answers to any of the questions presented to you by the IRS. We cannot assist you in creating an account and we cannot log in to your account for you. This is your personal information and you are responsible for logging in and printing it off to provide to the Financial Aid Office. If you have questions regarding creating an account, you may contact the IRS at 1-800-829-1040

How to obtain tax return transcripts from the IRS website

Step One: In your browser, type in www.irs.gov and click on the link that says “Get Transcript for My Tax Records”

Step Two: Click on the “Get Transcript ONLINE” button

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Step Three: Click on “Create an Account”



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 >

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Step Four: Fill in the requested information and click “Send Email 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 code will be sent to your email address.

CANCEL


SEND EMAIL CONFIRMATION CODE >

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Step Five: In another browser window, log into your e-mail account where the confirmation code was sent. There should be an e-mail from the IRS containing the confirmation code. Enter that code in the box below. Then click “Verify Email Confirmation Code.” If you don’t receive the e-mail from the IRS, you may click the “Resend Email Confirmation Code.”



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](#)

CANCEL

VERIFY EMAIL CONFIRMATION CODE >

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Step Six: Fill in the rest of the information in the form and click “Continue”

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

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 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.

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Step Seven: Answer the questions presented on the screen. They will not be the same questions as listed below. They are unique to each individual. Once you have selected your answers, click “Continue”



Sign Up: Step 4 of 6

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

Which of the following is either your current or your previous telephone number?

- 434-210-5451
- 434-210-8002
- 434-210-8434
- 434-372-4344
- NONE OF THE ABOVE

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

- FED LOAN SERVICING
- NORFOLK FIRE DEPT FCUT UNION
- PANHANDLE PLAINS HEA
- UNION BANK & TRUST COMPANY
- NONE OF THE ABOVE

Which of the following is your middle or former name?

- NATAYA
- NBUTTI
- NDAKHTE
- NDAUNIS
- NONE OF THE ABOVE

At which of the following, now or in the past, have you worked? Please note that some answers may be abbreviated.

- ALEX LEE, INC.
- HARRIS TEETER SUPERMARKETS, INC.
- NORRENBURNS FOODS
- THE KROGER CO.
- NONE OF THE ABOVE



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Step Eight: Fill in the requested information and create a username & password. The password must meet certain criteria which are listed below the “create password” box. Click “Continue”

Create a Site Phrase and select a Site Image that you will recognize whenever you sign in. The IRS will never ask you to log in without presenting the Site image and Site phrase that you select.

Site Phrase

Site Image

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Question

Answer Rules

- The same answer can not be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer1

Question 2

Answer2

Question 3

Answer3

Question 4

Answer4

User ID and Password

User ID (cannot be an email address, SSN or contain a space or ☺)

Password Rules

- Password must be at least 8 characters long.
- Password must contain at least one numeric and one special character (!@#%&'*_~).
- Password must have at least one uppercase and at least one lowercase letter.
- Password cannot be the same as the User ID.

Password

Re-enter Password

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Step Nine: You should see that your user profile was created successfully. Click “Continue”



User Profile Successfully Created

Your profile was successfully created. Be sure to write down your User ID for future reference. Please click the "Continue" button to go to your selected application.

Note: All future correspondence will be via email.



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Step Ten: You will see a screen that provides different types of transcripts. The Financial Aid Office requires that you provide the **return transcript** in order to complete the Verification Process. The year you choose depends on when you are applying for Financial Aid.

If you are applying for the summer 2014 semester, you will need to choose **2012**.

If you are applying for the fall 2014 semester, you will need to choose **2013**.



[Sign Out](#)

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					
2013	2012	2011	2010	2013	2012	2011	2010		
Account Transcript									
2013	2012	2011	2010	2009	N/A	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

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