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](http://www.irs.gov) and click on the link that says “Get Transcript for My Tax Records”

![IRS Website Screenshot](https://example.com/irs_screenshot.png)

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

![Get Transcript Online Button](https://example.com/irs_screenshot2.png)
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**Step Three:** Click on “Create an Account”

![IRS Sign In Form](image)

**Step Four:** Fill in the requested information and click “Send Email Confirmation Code”

![IRS Sign Up Form](image)
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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.”

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**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

IRS Privacy Policy | Accessibility
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**Step Six:** Fill in the rest of the information in the form and click “Continue”
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

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

**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.