

# Getting your Tax Return Transcripts from IRS.gov

**Step 1:** Go to <http://www.irs.gov>

**Step 2:** Click on “Get Transcript of Your Tax Records” under *Tools*

**Step 2:** Click on “Get Transcript Online.”

**Step 3:** Click “OK” to accept the US Government Terms of Use

**Step 4:** Under “Create a Login” click “Get Started.”

**Step 5:** Enter your personal information and click “Send Email Confirmation Code”

**Step 6:** Retrieve the Confirmation Code and enter it in the space provided, then click “Verify Email Confirmation Code.”

**Step 7:** Enter your personal information and click “Continue.”

**Step 8:** Answer the validation questions. These will include the reason you are requesting a tax transcript (select **Higher Education/Student Aid**), the type of transcript you need (Select **Return Transcript**) and the tax year you need (for example: select **2013** if your 2014-2015 FAFSA was selected for verification).

**Step 9:** Your Tax Return Transcript will now be available for you to save and print.