

Tax Return Transcript Download Instructions



You can now view and download/print your IRS tax return transcript online immediately by following the step-by-step instructions below. This service is free of charge from the IRS. Please disable all pop-up blockers!

1. Direct your web browser to www.irs.gov/transcript. Choose **Get Transcript Online**.
2. Click **OK** when prompted by the User Agreement.
3. Click **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 >

4. Enter your first name, last name, and email address. Click **Send Email Confirmation Code** link to submit.



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** >

5. The IRS will immediately email you a confirmation code. Retrieve your confirmation code by viewing your email account in a separate browser window or tab. If you close the IRS website, you will have to restart the process.

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.

This is an automated email. Please do not reply.

Sincerely,
IRS Online Services

6. Enter your 8-digit confirmation code and click **Verify 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** >

7. Enter your Social Security Number, date of birth, filing status, and address. Select the checkbox to continue as a **Guest**. This will speed up the retrieval process by skipping the account creation process. Click **Continue**.

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.

8. Answer the identity verification questions and 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 the original sale price of your home at your current address (in thousands)?

- \$80,000 - \$89,999
- \$90,000 - \$99,999
- \$100,000 - \$109,999
- \$110,000 - \$119,999
- NONE OF THE ABOVE

How long have you lived at your current address?

- 6 - 7 years
- 8 - 9 years
- 10 - 11 years
- 12 - 13 years
- NONE OF THE ABOVE

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

- 954-389-6207
- 954-389-7041
- 954-389-7873
- 954-389-9688
- NONE OF THE ABOVE

On which of the following streets have you lived?

- CARBAGE
- CACTUS
- CEDAR FALLS
- CENTER BAY
- NONE OF THE ABOVE

9. Under the Return Transcript category, click on the year that you would like to retrieve a tax return transcript for.



[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
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Other

You selected: **Higher Education/Student Aid**
 We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript					Record of Account Transcript				
2013*	2012	2011	2010		N/A	2012	2011	2010	
Account Transcript									
N/A	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

10. After you select the year, the system will take a moment to process your request. Your transcript will appear on your screen. Save a copy so that you can easily attach it to an email to submit to the FAO (finaid@bw.edu).

Remember, if you've already filed your taxes, you can eliminate the need for requesting tax return transcript(s) by using the IRS Data Retrieval Tool while logged into your FAFSA.

Go to www.bw.edu/verification for more information.