Requesting an IRS Tax Return Transcript

1. Go to www.irs.gov and under Tools, click on “Order a Return or Account Transcript.”

2. Then click on “Get Transcript ONLINE.”
3. Again, click on “Get Transcript ONLINE.”

4. Click on “OK” to agree to “….authorized use only.”
5. If you do not already have an account, click on “Create an Account” and follow all of the steps to create an account.

6. Once you have an account, enter your User ID and click on “Sign In.”
7. Enter your “Password” and click on “Submit.”

8. Click on the “Higher Education/Student Aid” button and then select “2012” from the Return Transcript box.
9. Be sure to unblock pop-ups from your browser. You may either click on “Allow once,” or under “Options for this site,” you may click on “Always Allow.” This appears differently on different browsers.

10. Print the transcript that pops up and submit all pages to the Financial Aid and Scholarships Office. Be sure to include your name and Student ID at the top of each page.