IT’S NEW – “GET TRANSCRIPT”

View and print your tax transcript immediately

The new IRS system for ordering a tax transcript is now available. It is called “Get Transcript” and allows a person to get a transcript online immediately if the tax return for the chosen year has been processed.


1. Under **TOOLS** click on **Get Transcript of Your Tax Records**
2. Click on **Get Transcript Online**
3. Click **OK** when prompted with the user agreement.
4. Click **Create an Account**
5. Enter your first name, last name, and email address, and then click **Send Email Confirmation Code**
6. The IRS will immediately email you a confirmation code. Retrieve your confirmation code by viewing your email account in another browser window. If you close the IRS website you will have to restart the process. This code will expire in 30 minutes.
7. Enter your 8 digit confirmation code and click **Verify Email Confirmation Code**
8. Enter your Social Security Number, date of birth, filing status, and address. Select the check box to continue as a “Guest”. This will speed up the retrieval process by skipping the account creation process. Click **Continue**.
9. Answer the identity questions and click **Continue**.
10. Under the Return Transcript category, **click on the year** that you would like to retrieve a Tax Return Transcript (example: for the 2014-15 aid year, select the **2013** tax year).
11. Print your tax transcript and submit to your Financial Aid Office.

**Remember to Close Your Browser**