


INSTRUCTIONS FOR ORDERING TRANSCRIPTS ONLINE

Unless you have already created an account, you will first need to set one up as shown in the steps below.



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.

After entering your email address, select "send email confirmation code". A code will be sent immediately to your email account that you will be prompted to add to this screen. The confirmation code will only be good for 30 minutes.

You will then go to a new screen to add SSN, DOB and address:

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.

The next screen (not shown) will ask household and credit questions that only you would know (such as credit provider for auto loan and/or mortgage and payment amounts) to verify your identity. Once they have verified your identity, you will be asked to select a "Site Phrase and Site Image" after which you will choose 4 security questions/answers. Finally, you will be prompted to choose a username & password and the registration process will be complete.

The next screen will ask why you are ordering the transcript, select the first option, "Higher Education/Student Aid"



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

Below are the transcripts and years available.

Return Transcript				Record of Account Transcript					
2013	2012	2011	2010	2013	2012	2011	2010		
Account Transcript									
2013	2012	2011	2010	2009	2008	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

* The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.

It will then "suggest" you order a return transcript with the years available listed.



[Sign Out](#)

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- State or Local Tax Issue
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- Health Care
- 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	2013	2012	2011	2010		
Account Transcript									
2013	2012	2011	2010	2009	2008	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

* The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.

Select 2013 and your transcript will **immediately** populate in PDF format onto your screen. You can then save it to your computer, print it out and fax it to our office. **Please do NOT email it to us as email is not secure.** If the tax year 2013 is not listed, it means they haven't processed your return yet and you will have to check at a later time.

To begin this process on the IRS website, [click here](#).