How to Print Your Tax Transcript Online


2. To print your tax return transcript from the web site, click the blue button that says “Get Transcript ONLINE.” In order to access this option, you must sign up for an account on the IRS web site.

3. To sign up for an account, you must provide a valid email address. The IRS will send a confirmation code to the email address you provide them to make sure the sign-up isn’t fraudulent. After clicking “Send Email Confirmation Code,” log in to your email address to retrieve it. Type it in on the page marked “Step 2 of 6” to continue.
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4. The next step is simple – just enter your personal information, and indicate if you have filed taxes any time in the last seven years. For your filing status, list your filing status on your most recent tax return.

5. The next step asks you several personal questions that a stranger would not easily know. The IRS pulls these questions and answers from previous addresses, credit reports, et cetera. This is another security safeguard to protect you from identity theft. Answer the questions by clicking the correct bubble for each.
6. Next, you must pick a security phrase and picture. Any time you log in to the IRS web site in the future, this “site phrase” will display. This is yet another security feature – it lets you know that the web site you are logging into actually belongs to the IRS and is not a look-alike trying to steal your info.

7. Next, we have one last security feature. Please pick three security questions from the drop-down list provided by the web site and write their answers in the blanks. We strongly recommend picking questions whose answers will not change (ex. “What city were you born in?”) rather than ones that might change frequently (ex. “What’s your favorite TV show?”).
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8. Congratulations! Your IRS website profile has been created, and you can now access your tax transcripts and other documents registered with the IRS. Click “Continue” to proceed.

9. To print your tax transcript, click the “Federal Tax” button from the available bubbles listed at the top of the screen. Then, click the appropriate year under “Return Transcript.” This will open your tax transcript in a new window in “PDF” format. (You will need Adobe Reader or a similar program to open and print .PDF files, but this program is standard-issue in almost all modern computers.)

10. FINAL NOTE: Please note that if you had to make an amendment (correction) to your taxes after you filed them, you must also print that year’s “Record of Account Transcript,” available just to the right of the return transcript. This is necessary because the “Return Transcript” only shows the original information, not the corrections.