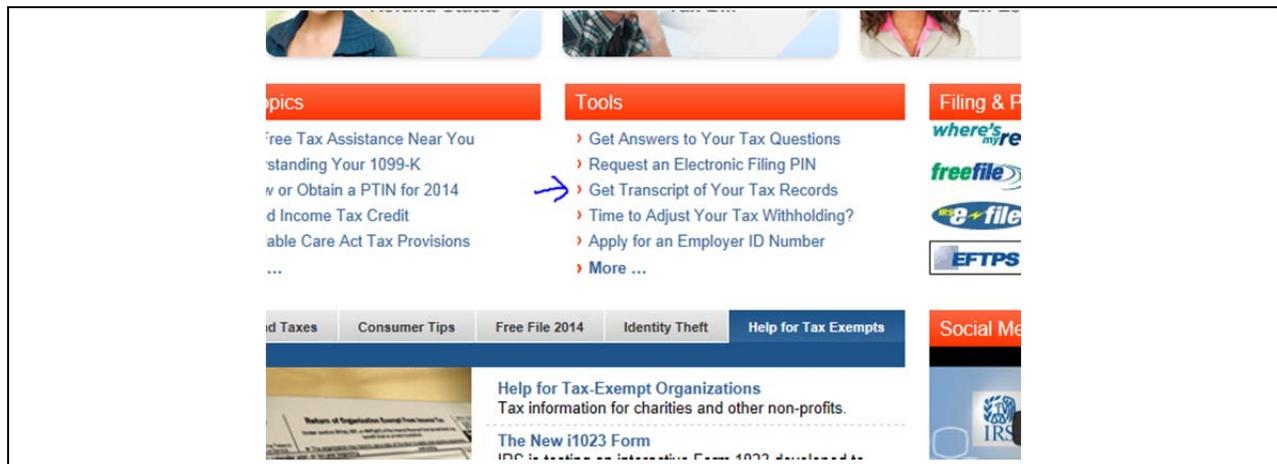
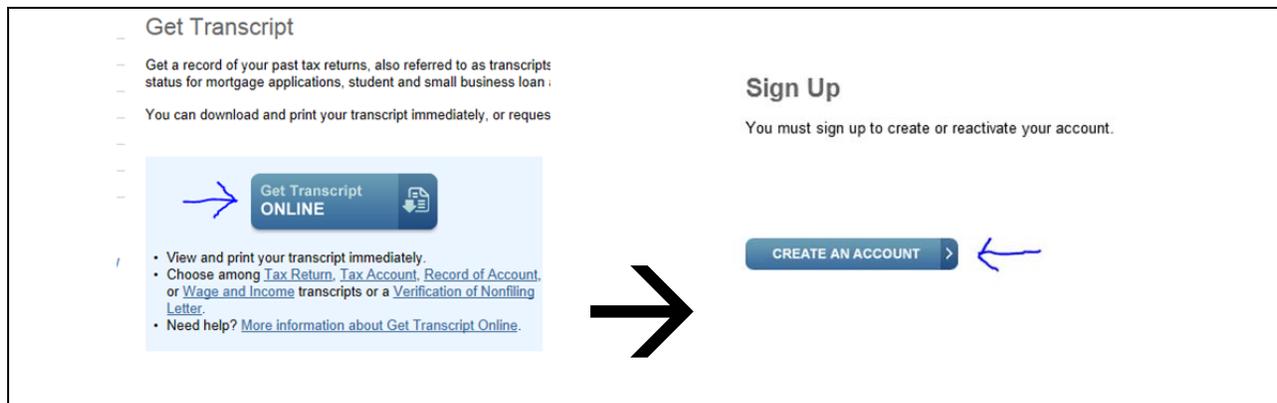


# How to Print Your Tax Transcript Online

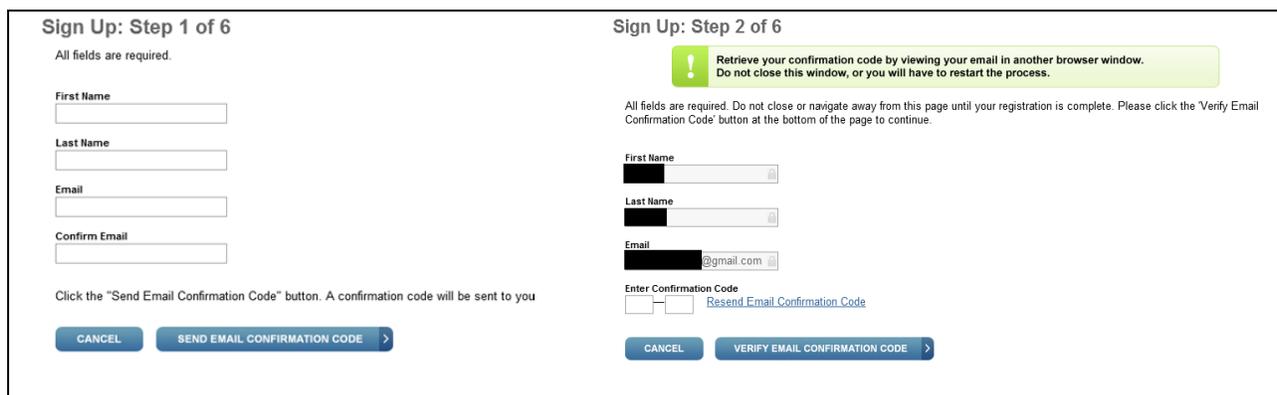
1. In your web browser, go to [www.irs.gov](http://www.irs.gov). On the front page, under the heading marked “Tools,” click “Get Transcript of Your Tax Records.”



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.



# How to Print Your Tax Transcript Online

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.

**Sign Up: Step 3 of 6**

All fields are required. Your information must match your most recently filed tax return.

**Personal Information**

First Name

Last Name

Email

Social Security Number (SSN) or Individual Tax ID Number (ITIN)

Date of Birth

Filing Status

I have filed a tax return in the past seven years

Head of Household (with qualifying person)

I have not filed a tax return in the past seven years

Country

United States

Address Line 1

Address Line 2 (Optional)

City

Texas

State/ U. S. Territory

Zip Code

75003

Phone Number (Optional)

Mobile Number (Optional)

Select checkbox and click the "Continue" button to proceed as guest. Proceeding every time you access the system. If you would like this information stored for future use, click the "Remember Me" button to create a User ID and password.

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.

**Sign Up: Step 4 of 6**

Almost done - we need additional information about you to ensure that you are the right person

All fields are required. This information is being validated by a third party.

On which of the following streets have you lived?

600

650

655

6TH

NONE OF THE ABOVE

In which of the following counties or county equivalent (Borough, Parish, etc.) have you lived?

ELKHART

KOSCIUSKO

LAGRANGE

MARSHALL

NONE OF THE ABOVE

Your credit file indicates you may have a student loan, opened in or around September 2013. Who is the credit provider for this account?

DORAL FINANCIAL

FED LOAN SERVICING

HSBC BANK USA

J. C. PENNEY COMPANY, INC.

NONE OF THE ABOVE

In which of the following cities have you lived?

BOURBON

CLAYPOOL

NAPPANEE

SHPSHEWANA

NONE OF THE ABOVE

# How to Print Your Tax Transcript Online

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.

Security Profile

All fields are required.

**Site Phrase and Site Image**

Create a Site Phrase and select a Site Image that you will recognize whenever you sign in. The IRS will never ask you to log in without presenting the Site image and Site phrase that you select.

Site Phrase  
bamboo

Site Image

1 of 10 pages [Next >](#)

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?”).

**Question**

**Answer Rules**

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

**Question 1**  
In what city were you living at age 16?

**Answer 1**

**Question 2**  
What was your first phone number?

**Answer 2**

**Question 3**  
In what town was your first job?

**Answer 3**

**Question 4**  
What street did you live on in the third grade?

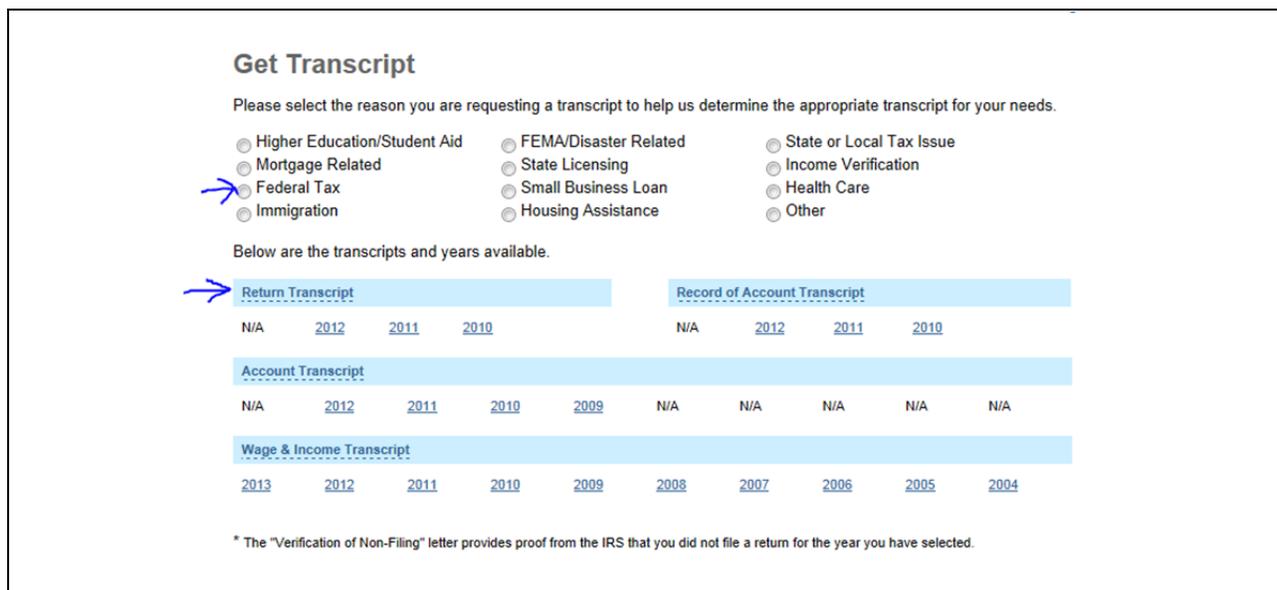
**Answer 4**

# How to Print Your Tax Transcript Online

8. Congratulations! Your IRS web site 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.