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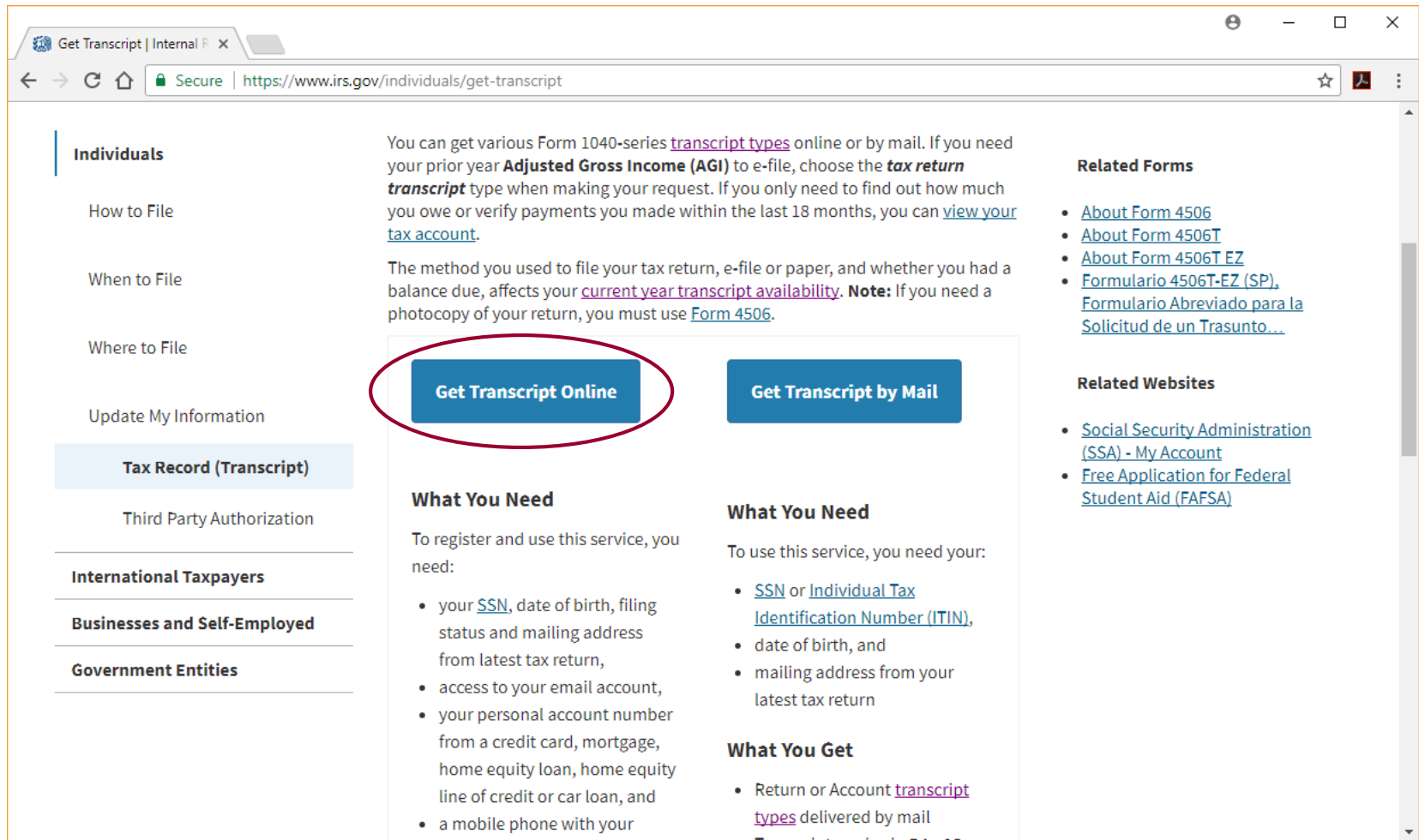


Steps to Download a Tax Return Transcript From the IRS Website

Step 1: Go to www.irs.gov and click on “Get My Tax Record”

The screenshot shows the IRS website homepage in a browser window. The browser's address bar displays "https://www.irs.gov". The IRS logo is on the left, and a search bar is on the right. Below the logo, there are navigation links for "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions". A horizontal menu contains "Charities & Nonprofits" and "Tax Pros". The main content area features a grid of service tiles. The tile "Get My Tax Record" is circled in red. Other tiles include "Pay My Tax Bill", "Get My Refund Status", "Free File", "Filing Information", "Apply For an Employer ID Number (EIN)", "Get Answers to Tax Questions", and "Individual Taxpayer ID Number (ITIN)".

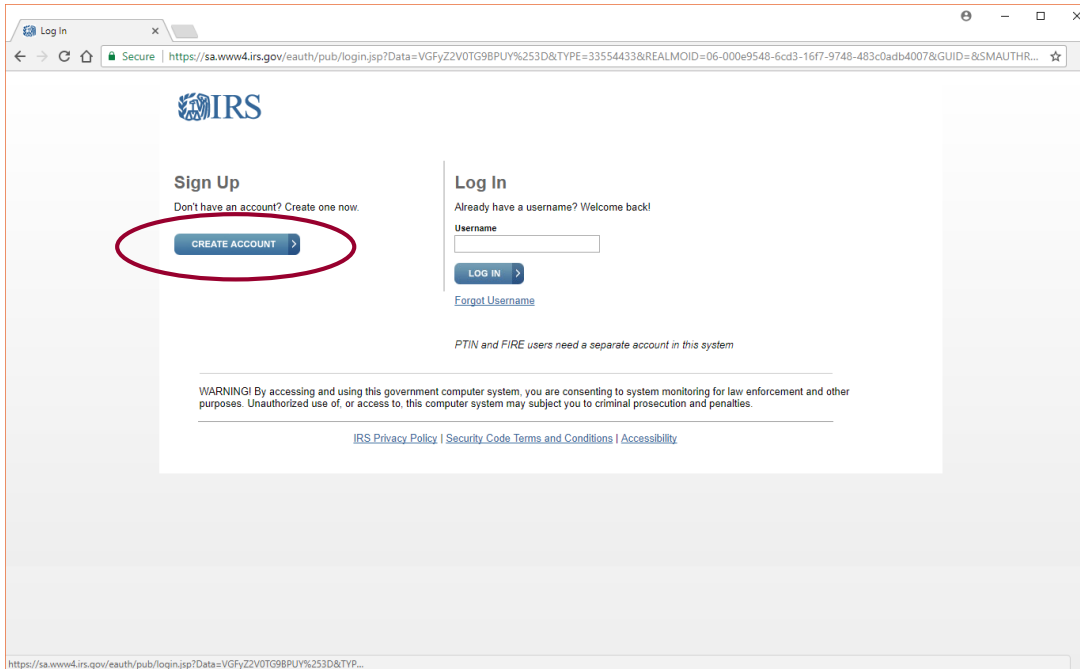
Step 2: Click on “Get Transcript Online” and take note of the items listed under “What You Need.”



The screenshot shows the IRS website's "Get Transcript" page. The browser address bar displays "https://www.irs.gov/individuals/get-transcript". The page is divided into several sections:

- Individuals**: A sidebar menu with options like "How to File", "When to File", "Where to File", "Update My Information", "Tax Record (Transcript)", and "Third Party Authorization".
- Main Content**: A central area with text explaining transcript options and two buttons: "Get Transcript Online" (circled in red) and "Get Transcript by Mail".
- What You Need**: A section under the "Get Transcript Online" button listing requirements: SSN, date of birth, filing status, mailing address, email account, personal account number, and a mobile phone.
- Related Forms**: A list of links for "About Form 4506", "About Form 4506T", "About Form 4506T-EZ", and "Formulario 4506T-EZ (SP)".
- Related Websites**: Links to "Social Security Administration (SSA) - My Account" and "Free Application for Federal Student Aid (FAFSA)".

Step 3: If this is your first time using this system, you'll have to create an account. Click on "Create Account" and follow the prompts.



To register and use this service, you will need:

- Your SSN, date of birth, filing status and mailing address from latest tax return
- Access to your email account
- Your credit card number or account number from an auto loan, mortgage, or home equity loan
- A mobile phone with your name on the account

Step 4: Check your email to retrieve your confirmation code. (If you don't see an email, check your junk/spam folder.) Do not close the IRS window, or you will have to restart the process. Enter your code and click "Continue."

Check Your Email

Secure | <https://sa.www4.irs.gov/eauth/pub/registration/prereg2.jsp?actionName=PreregisterProxy>

IRS

Check Your Email

We just sent a confirmation code to [redacted]. This code is valid for 15 minutes. Open your email in a new window to get your confirmation code.

IMPORTANT: Keep this window open to avoid having to start over.

Enter the one-time code we emailed you:

Didn't receive the confirmation code? [Resend the email.](#)

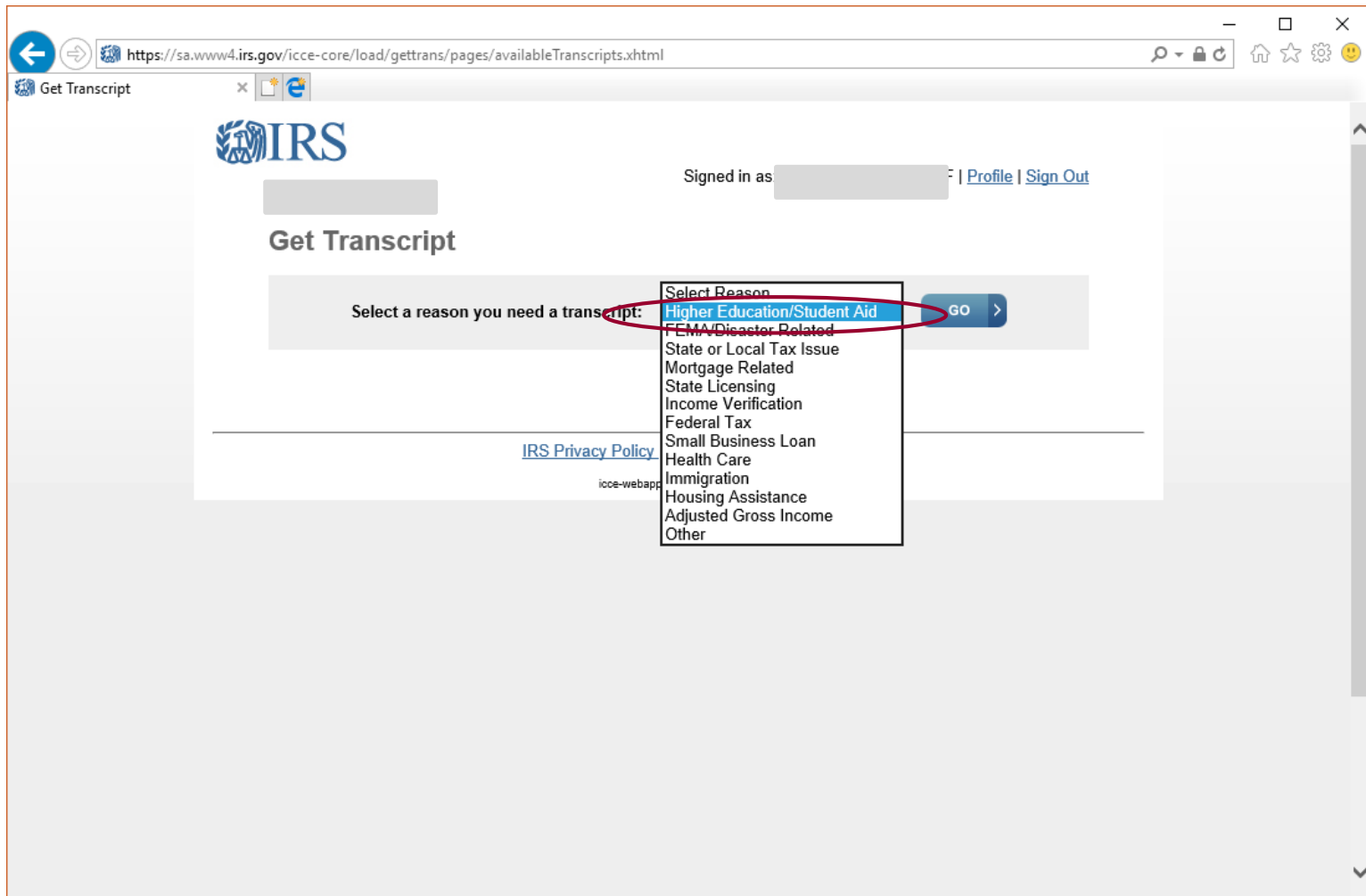
[CANCEL](#) [CONTINUE >](#)

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Step 5: Continue to enter your personal information.

- You'll be asked for basic information such as your SSN, filing status and address, as well as some validation questions to verify your identity.
- We recommend creating a User ID and Password so you can easily login in future years.
- To complete your profile, you'll need to choose an identifying phrase and picture, secret questions and your User ID and password.
- Once your profile has been successfully created, click "Continue."

Step 6: Choose “Higher Education/Student Aid” from the drop-down box for reason you need a transcript. Then click “Go.”



Step 7: Click on “2016” in the “Return Transcript” section.

Get Transcript

Signed in as: [redacted] | [Profile](#) | [Sign Out](#)

Get Transcript

Select a reason you need a transcript: Higher Education/Student Aid GO

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
2016	2016
2015	2015
2014	2014
2013	2013

Account Transcript	Wage & Income Transcript
2016	2016
2015	2015
2014	2014
2013	2013

[Show All](#) [Show All](#)

Glossary

Return Transcript
Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

Record of Account Transcript
Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
Tax Account Transcripts provide any

Remember: If you are applying for aid for the 2018-2019 academic year, we need a **2016** tax return transcript.

Step 8: Save your transcript.

- Your transcript will appear as a PDF file.
- If no transcript appears, you may need to turn off your pop-up blocker.
- Save your transcript and submit it to Financial Aid.

Questions? Contact us at (303) 871-4020 or at finaid@du.edu.