To retrieve a copy of your IRS Transcripts, please follow these instructions:

2. Under Tools click “Get Transcript of Your Tax Records”
3. When the ‘Get Transcript’ screen appears, click “Get Transcript Online”
4. The ‘Sign Up’ screen appears with a message stating THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY. , click “OK”
5. If you already have an account set up with the IRS, you can log on using your ‘User ID’. If not, click to CREATE AN ACCOUNT.
6. The screen will be step 1 of 6. Provide the information requested, and click “SEND EMAIL CONFIRMATION CODE”
7. Go to your email and retrieve the 8 digit confirmation code you were sent, and enter it on Step 2 of 6. Then click “VERIFY EMAIL CONFIRMATION CODE”.
8. You should now be on the Personal Information page, Step 3 of 6. Provide the information requested using the address as it was on your last tax return. Click “CONTINUE”
9. You should now be on Step 4 of 6. Answer the various security questions you have been asked, click “CONTINUE”
10. On the Security Profile page select a picture and give it a name or phrase. Choose something you will remember. When choosing the security questions, select questions that you know the answer will never change. Remember also this is case and space sensitive. Click “SUBMIT”
11. You will see the screen that states ‘User Profile Successfully Created’ Click “CONTINUE”
12. On the “Get Transcript” screen, select the reason you are requesting the transcript and the type(s) and the year you are requesting. (If you have filed an amended return, you will need both the Return Transcript and the Account Transcript.)