## **REQUESTING A 2014 TAX RETURN TRANSCRIPT**

## Print Online Request

- Available on the IRS Web site at <u>www.irs.gov</u>
- Under Tools section of the homepage click "Get Transcript of Your Tax Records"
- Click "Get Transcript Online", then Click on "Create Account"
- Enter the tax filer's first name, last name, email, and confirm email. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click "Send Email Confirmation Code"
- You will receive an email from the IRS with your Confirmation Code example below:

Dear user, Your confirmation code is: xxxx-xxxx This code will expire in 30 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service. This is an automated email. Please do not reply.

Sincerely, IRS Online Services

- Enter the Confirmation Code on the IRS page and click "Verify Email Confirmation Code"
- Enter social security number, date of birth, filing status, address, city, state, and zip code then click "Continue" (Be sure to check the box at the bottom) Create a user ID and password OR proceed as guest
- The IRS will now ask you several questions to verify your identity. Answer all questions then click "Continue". Create a user ID and password OR proceed as guest
- Now under the **Get Transcript** section select "Higher Education/Student Aid" as the reason.
- Then under the **Return Transcript** section select "2014"
- Your Tax Return Transcript should now be visible and you can print and/or save your transcript at this point.