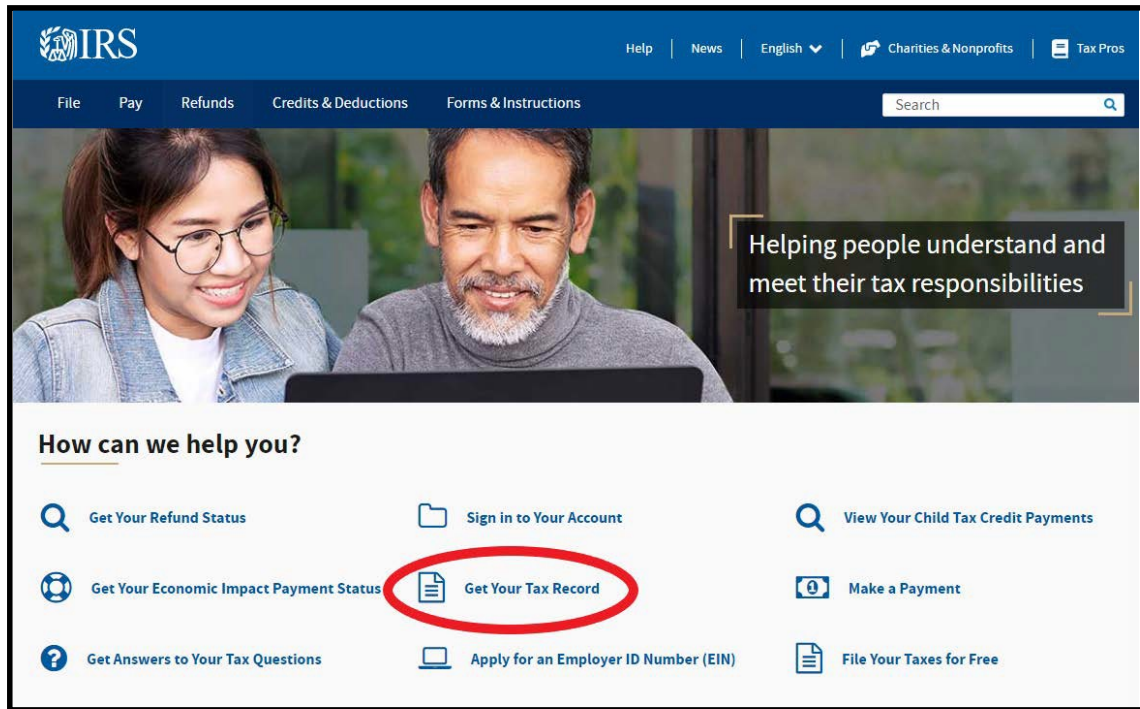


# Requesting a Tax Return Transcript Online

The U.S. Department of Education has selected the student for a process known as “Verification” and additional documentation must be submitted. You can request a Tax Return Transcript from the IRS at <https://www.irs.gov/>. You will need a smartphone with a camera and a government issued photo ID. **How do I request the Tax Transcript?**

1. The taxpayer must go to <https://www.irs.gov/> and click on “Get Your Tax Record”.



2. Scroll down and click on “Get Transcript Online”.

## Get Your Tax Record

English | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

### Individuals

[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

[Tax Record \(Transcript\)](#)

[Third Party Authorization](#)

[Students](#)

[Employees](#)

[Parents](#)

[Military](#)

[Seniors & Retirees](#)

[Businesses and Self-Employed](#)

[Charities and Nonprofits](#)

[International Taxpayers](#)

Order copies of tax records including transcripts of past tax returns, tax account information, wage and income statements and non-filer letters.

If you want to find out how much you owe, verify your payment history, get your prior year Adjusted Gross Income (AGI) to e-file or see other tax information, you may not need a transcript. View this information in [your tax account](#) instead.

The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your [current year transcript availability](#).

### Request Online

Request your transcript online for the fastest result.

### What You Need

If you don't have an existing IRS username or ID.me account, have your photo identification ready.

### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Verify your identity once, and you can easily return later to get a transcript or use other IRS online services.

[Get Transcript Online](#)

**Caution:** This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

## Requesting a Tax Return Transcript Online

3. If you already have an IRS account, click "Sign in with an existing IRS username." Then enter your Username and click "LOG IN". You won't be able to sign in with your existing username and password starting in summer 2022.

**Sign In or Create a New Account**

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience. You won't be able to log in with your existing IRS username and password starting in summer 2022.

If you're a new user, please create an account with ID.me.

ID.me is our trusted technology provider in helping to keep your personal information safe.

**Create a new account**

[ID.me Create an account](#)

OR

**Sign in with an existing account**

[Sign in with ID.me](#)

[Sign in with an existing IRS username](#)

**Frequently Asked Questions**

- + How do I verify my identity?
- + What if I can't verify my identity?
- + What is ID.me?

**ID.me + IRS**

**Sign in to ID.me**

New to ID.me?  
[Create an ID.me account](#)

Email  
Enter your email

Password  
Enter your password

[Sign in to ID.me](#)

[Forgot password](#)

Or sign in with

[Facebook](#) [Google](#) [LinkedIn](#)

[View more options >](#)

4. If you have an existing ID.me account, click "Sign in with ID.me" then enter your Email and Password and click "Sign in to ID.me"

5. If you do not have an account, click on "ID.me Create an Account." Enter your email, make a password, confirm your password, accept the terms, and then click "Create an ID.me account".

**ID.me + IRS**

**Create an ID.me account**

Already have an ID.me account?  
[Sign in to your account](#)

Email  
Enter your email

Password  
Enter your password

Confirm Password  
Confirm your password

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)

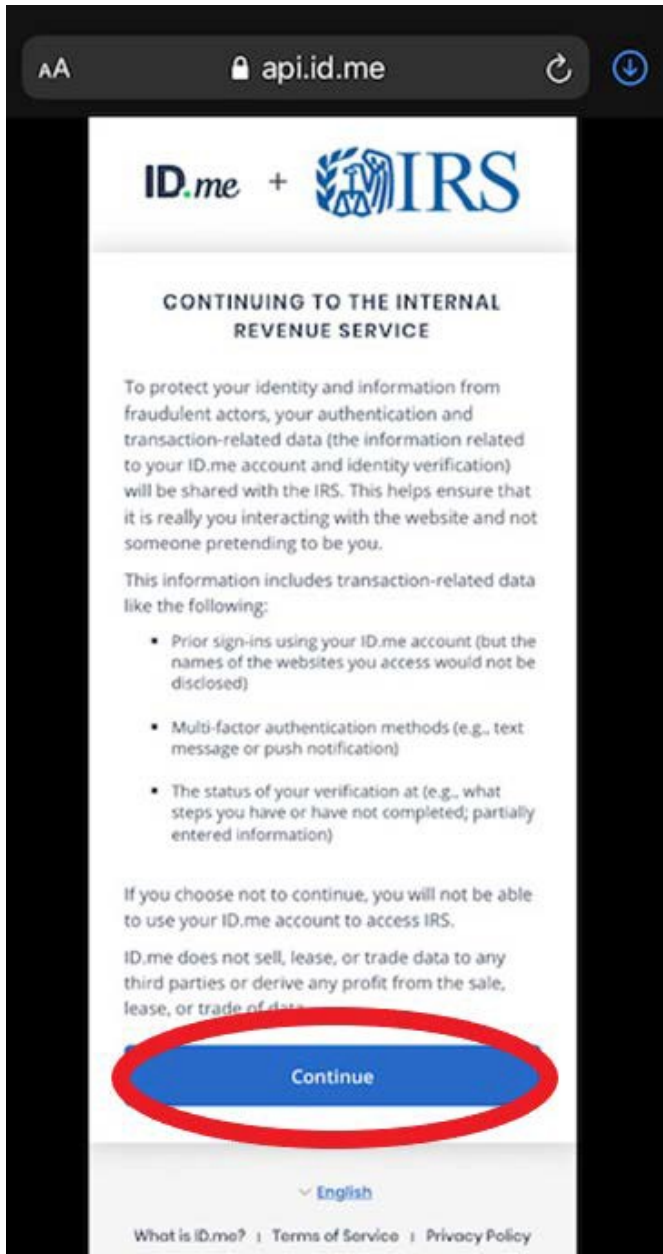
[Create an ID.me account](#)

Or sign in with

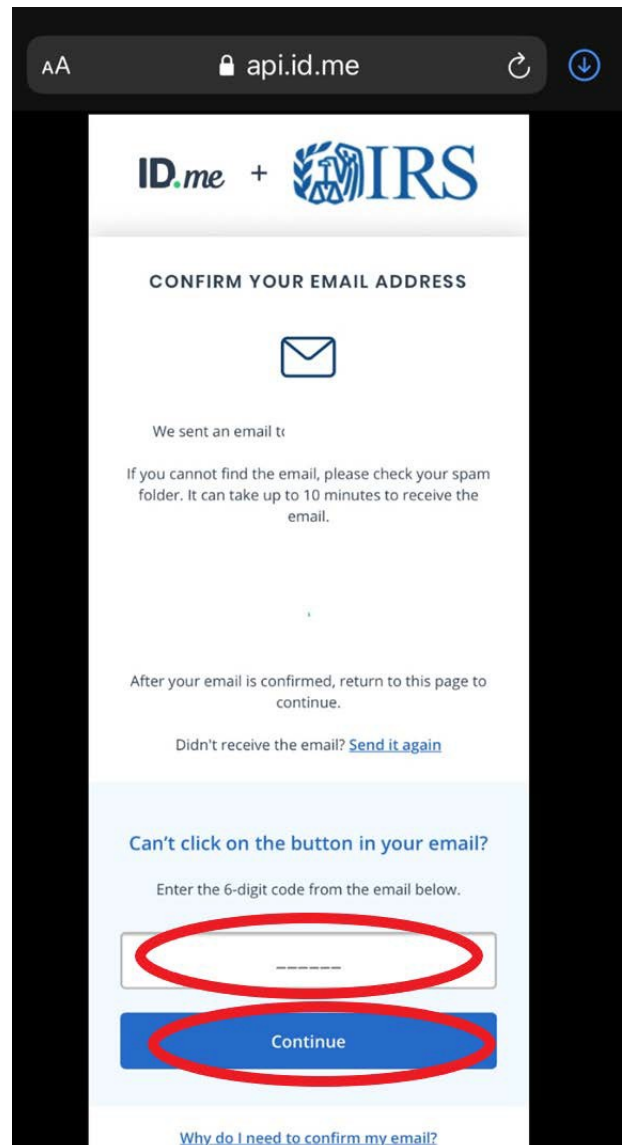
[Facebook](#) [Google](#) [LinkedIn](#)

[View more options >](#)

## Requesting a Tax Return Transcript Online



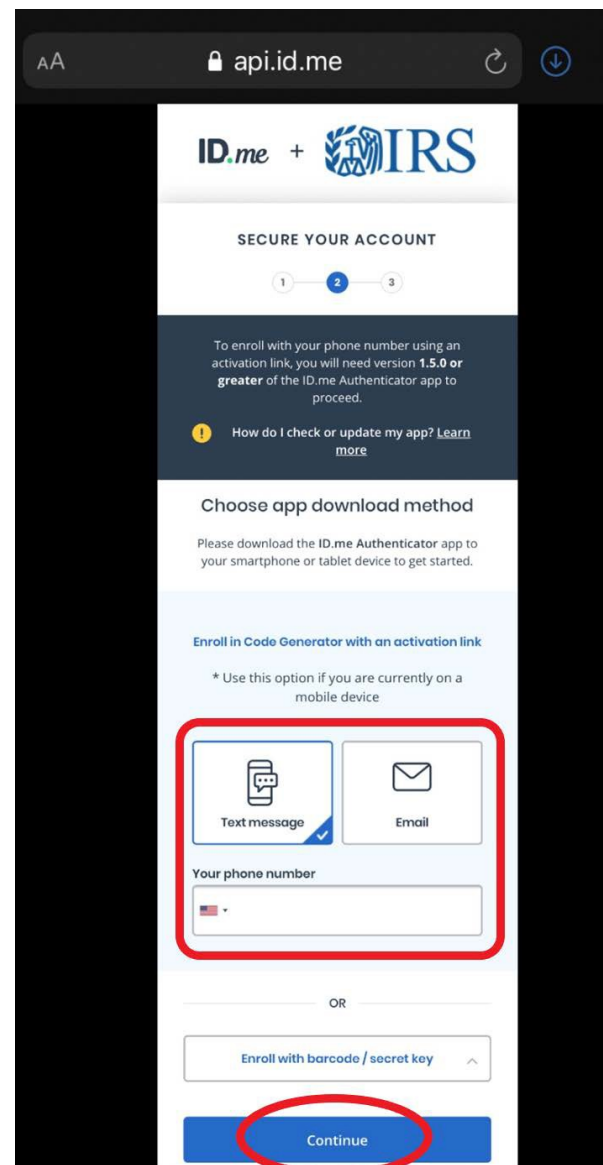
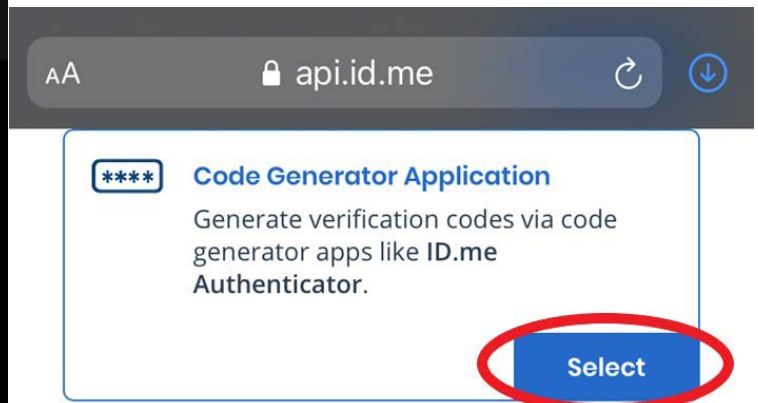
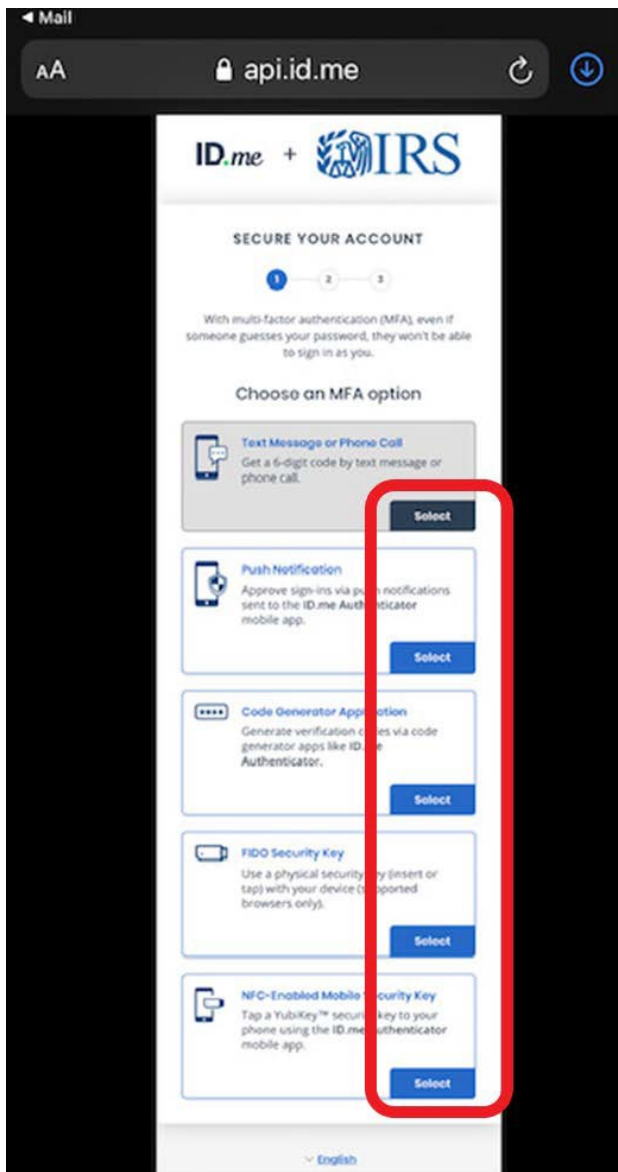
6. Click on “Continue” and the IRS will send you an email with a confirmation code.



7. Enter the six digit code in space provided then click on “Continue.”

## Requesting a Tax Return Transcript Online

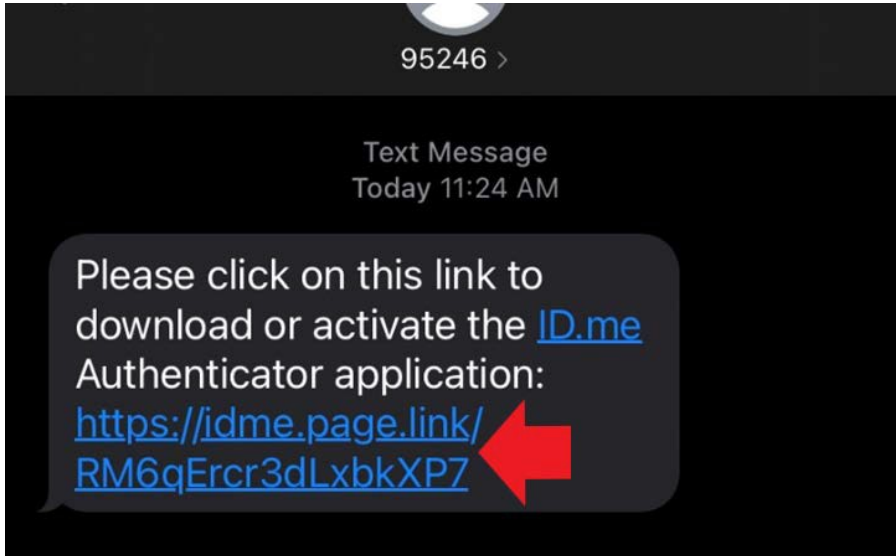
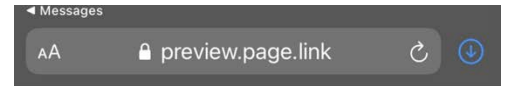
8. Select which method you want to use to secure your account. In this guide the Code Generator Application is used, but you can choose any of the options.



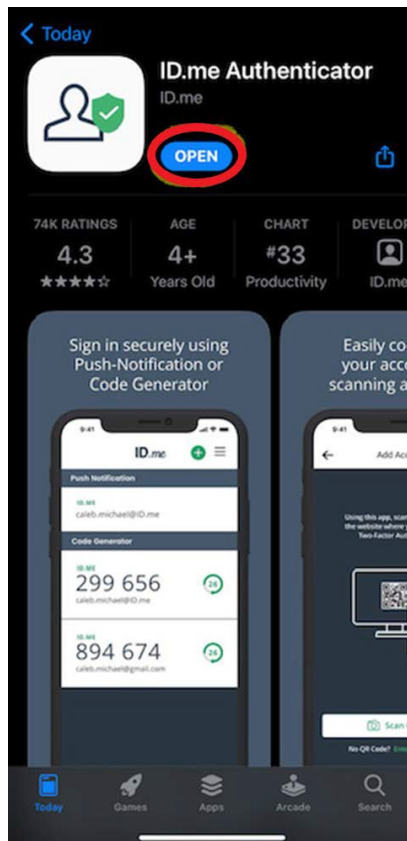
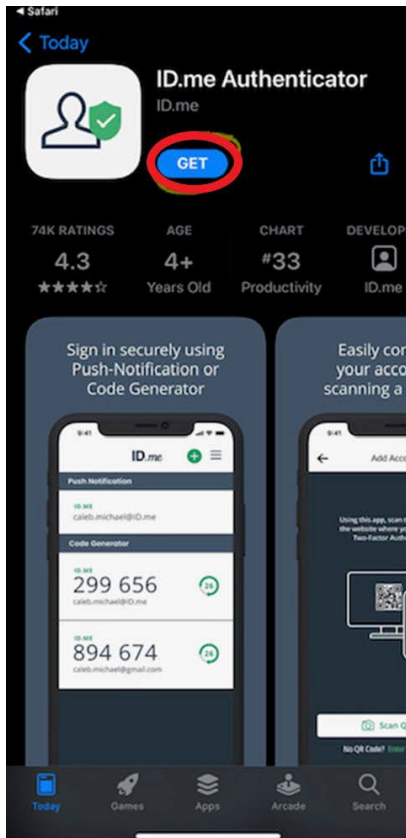
9. You will need to download the ID.me Authenticator app to your device if you do not already have it. Select to receive an activation link through Text or Email. Then click "Continue"

## Requesting a Tax Return Transcript Online

10. When you receive the text or email click on the link. Then click "OPEN" to begin enrollment.

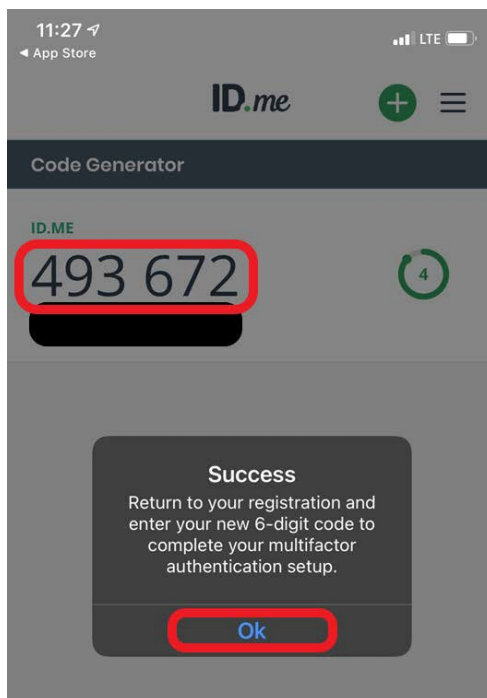
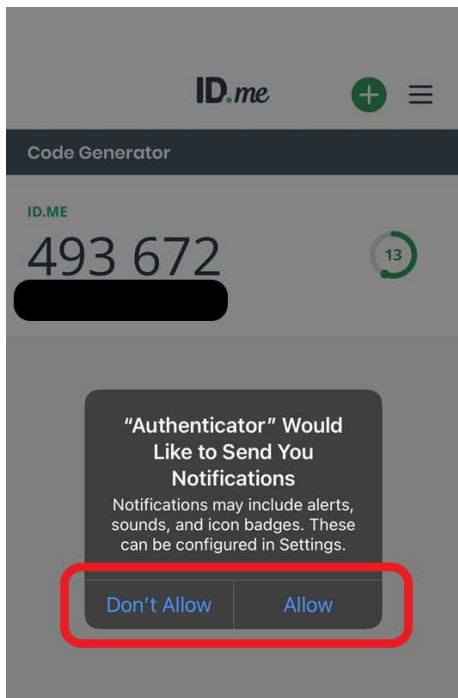


11. Click "GET" to download the ID.me Authenticator app, then click "OPEN."

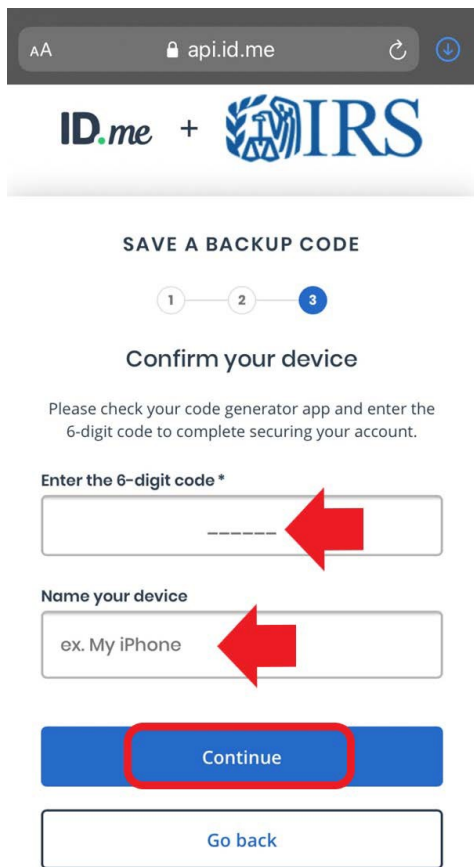


## Requesting a Tax Return Transcript Online

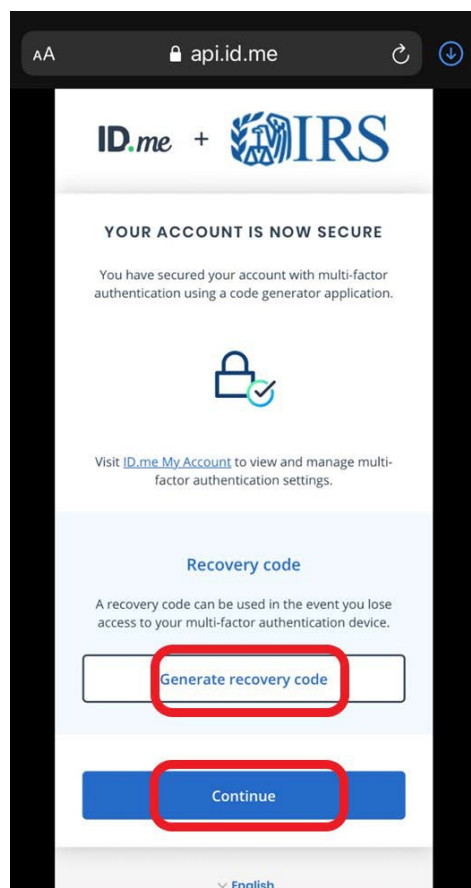
12. Choose your notification settings, then click "Ok." You will need the six digit code for the next step.



13. Enter the code from the app on the IRS website, name your device, and the click "Continue."

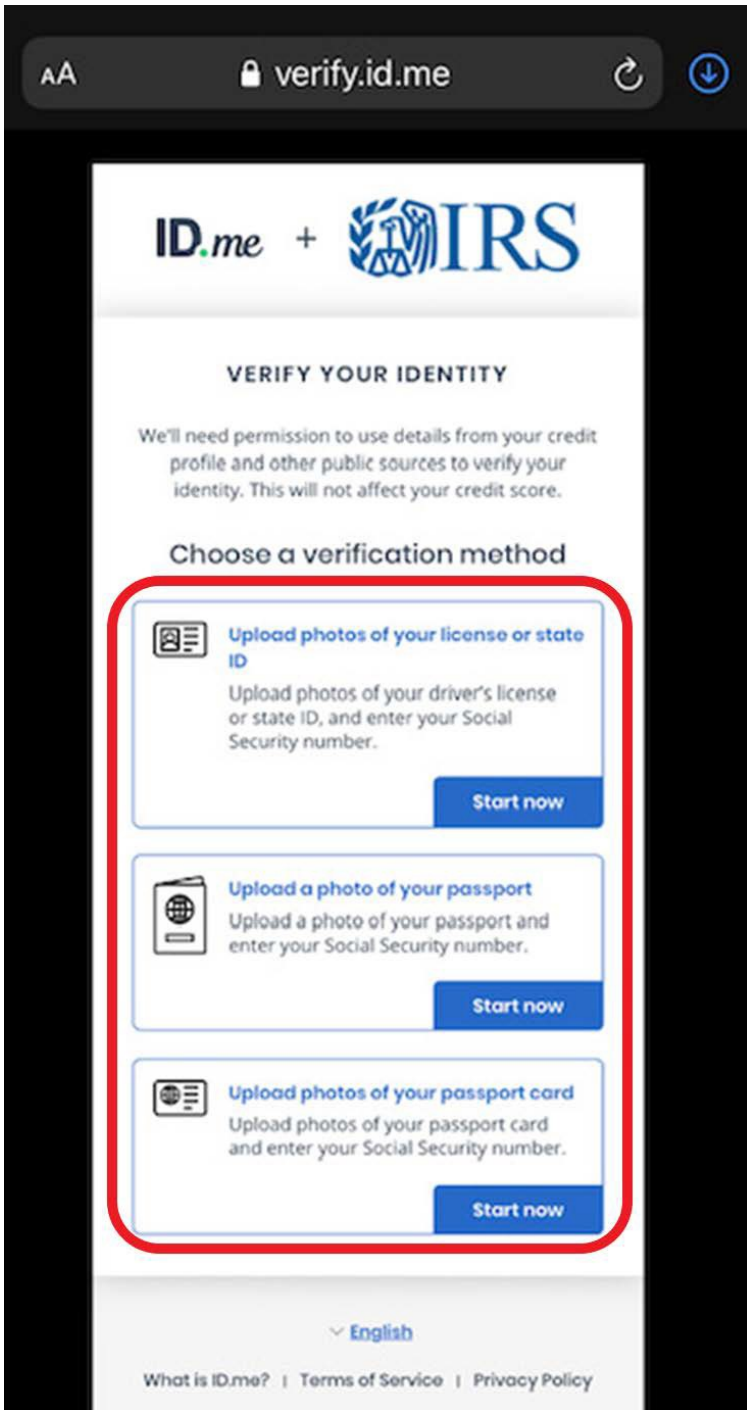


14. You can then choose to Generate a recovery code or click "Continue."

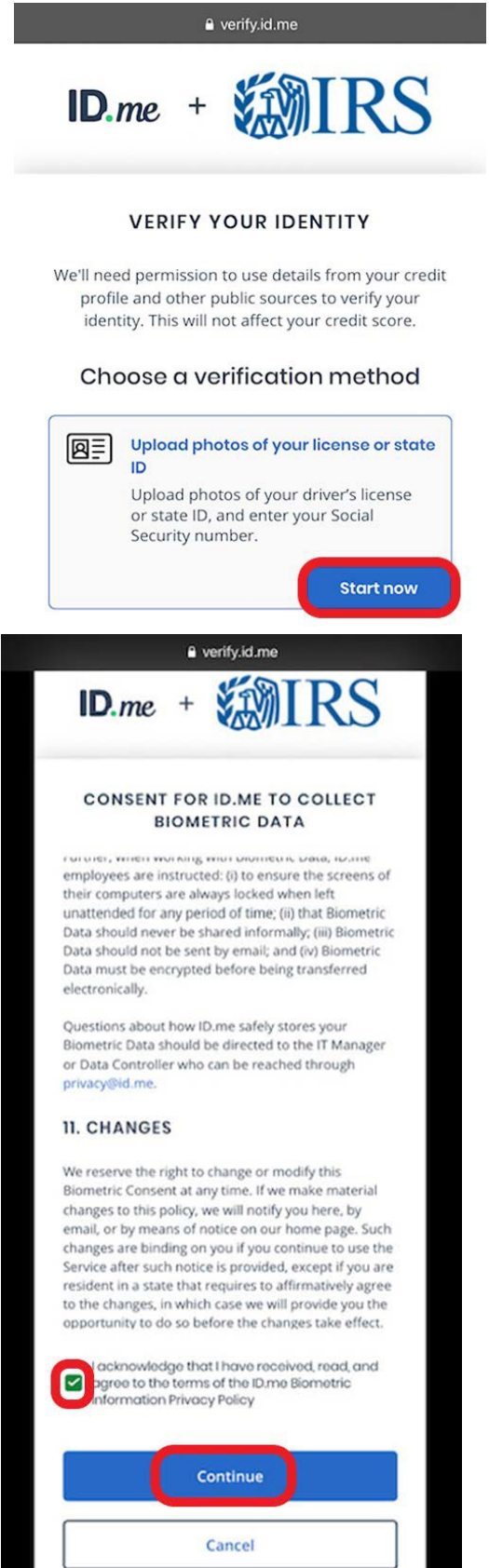


# Requesting a Tax Return Transcript Online

15. Choose which option you want to use to verify your identity, then click "Start now."

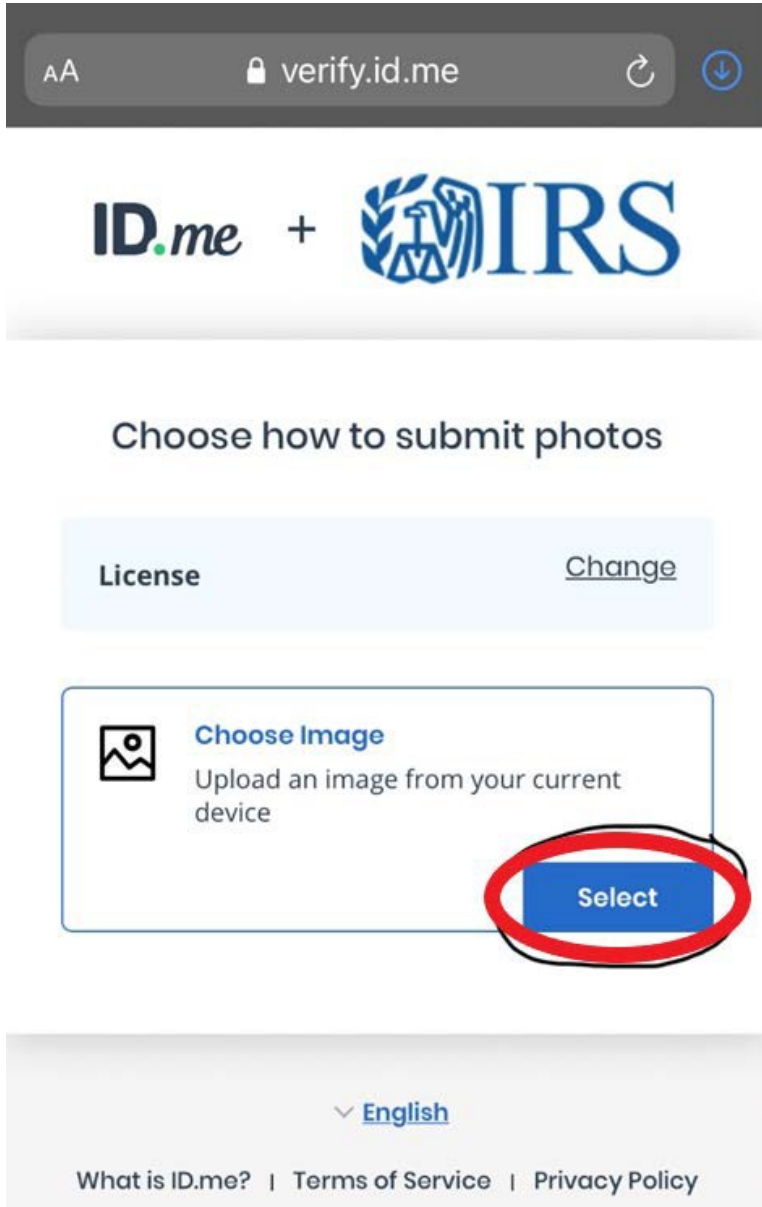


16. Read the consent policy, agree to the terms, then click "Continue."

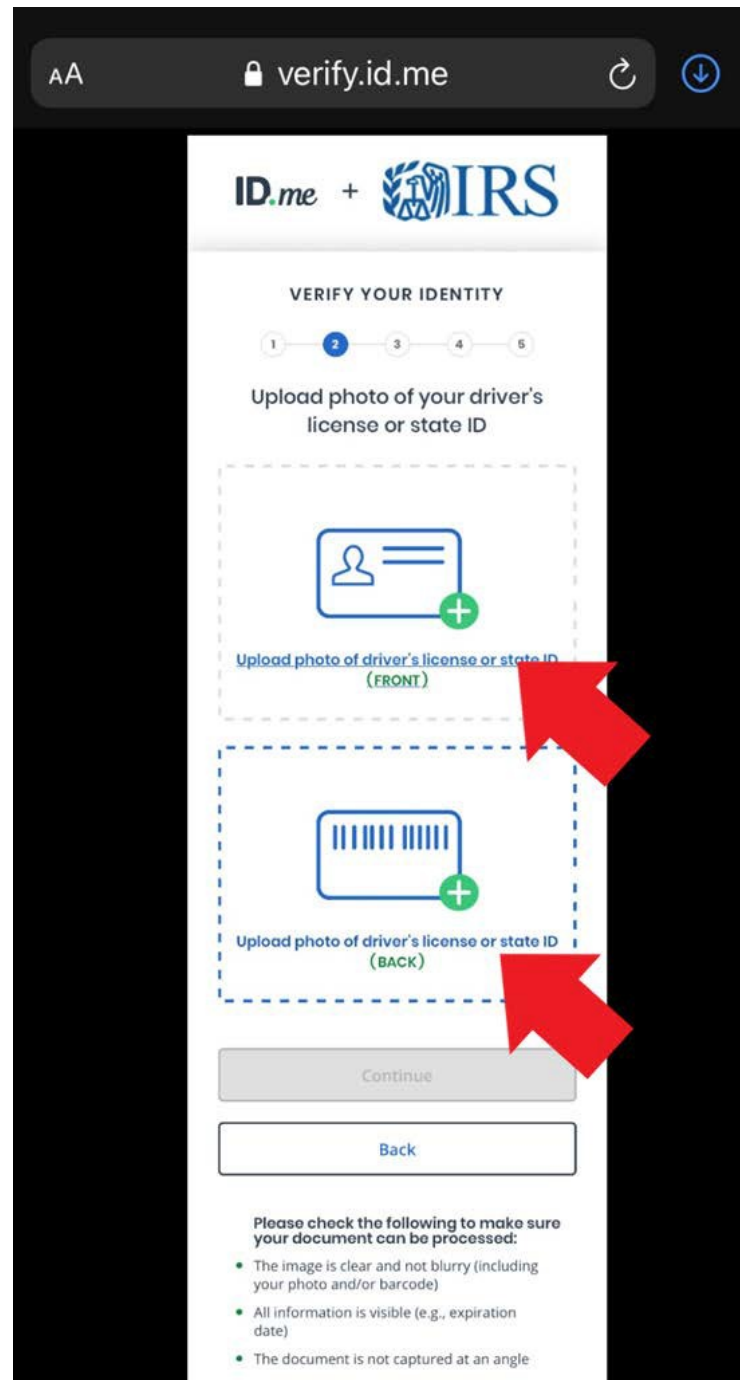


## Requesting a Tax Return Transcript Online

17. You will need to upload a photo of your identity document from your device. Take a picture of both sides of your ID and save them on your device. Then choose "Select" on the IRS site.



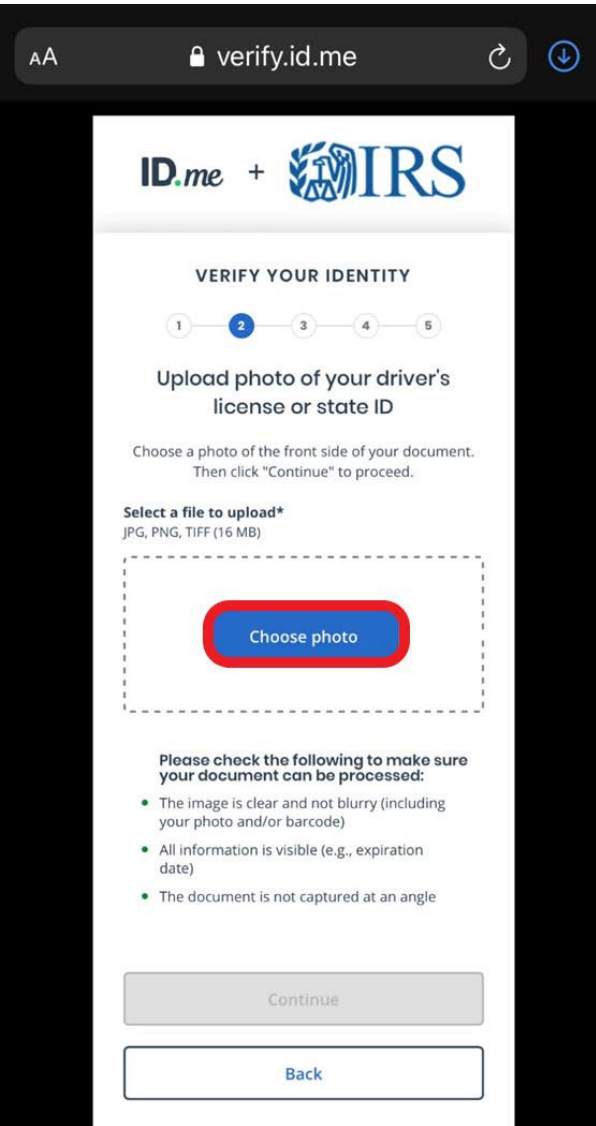
18. Click in the appropriate area to begin.



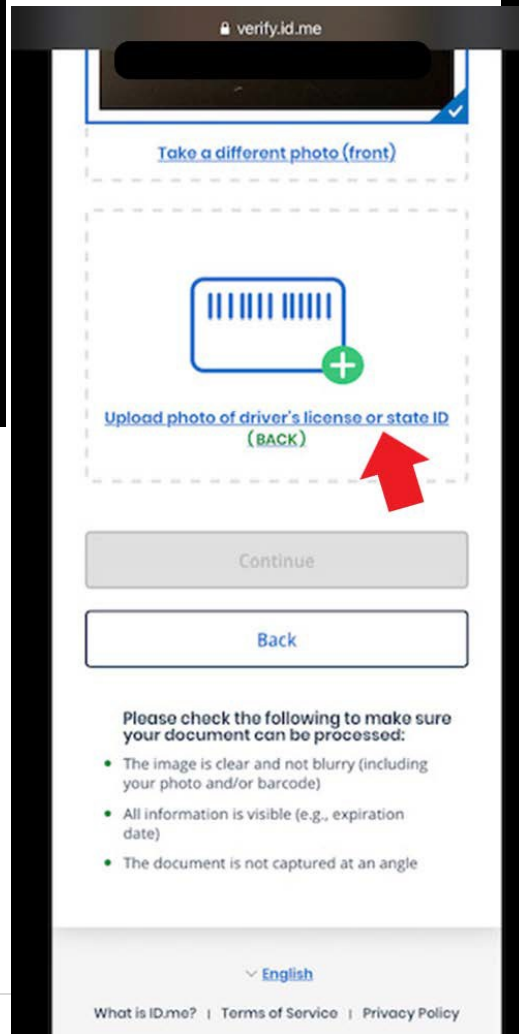
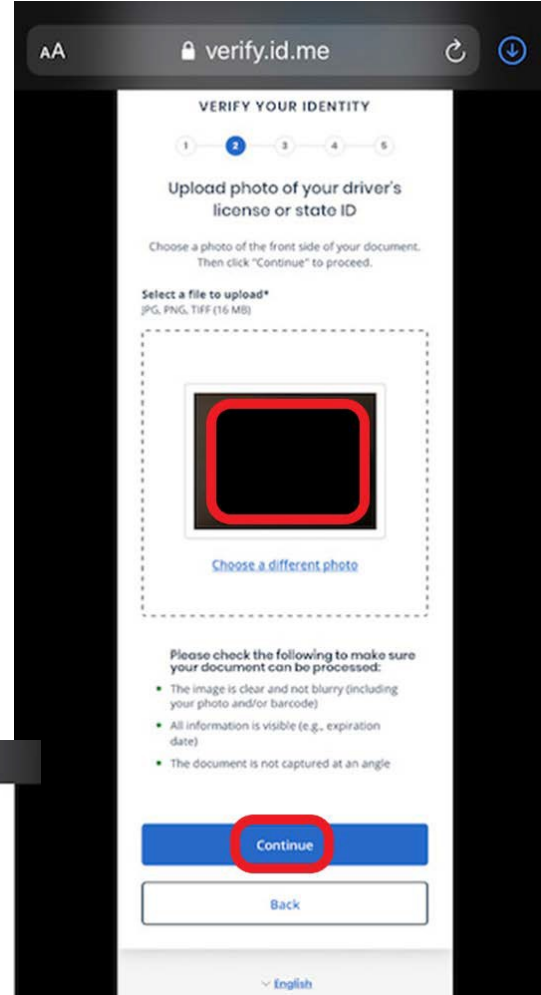


# Requesting a Tax Return Transcript Online

19. Click "Choose photo" and then upload the image you want to use.



20. Once you have selected an image that meets the requirements select "Continue."

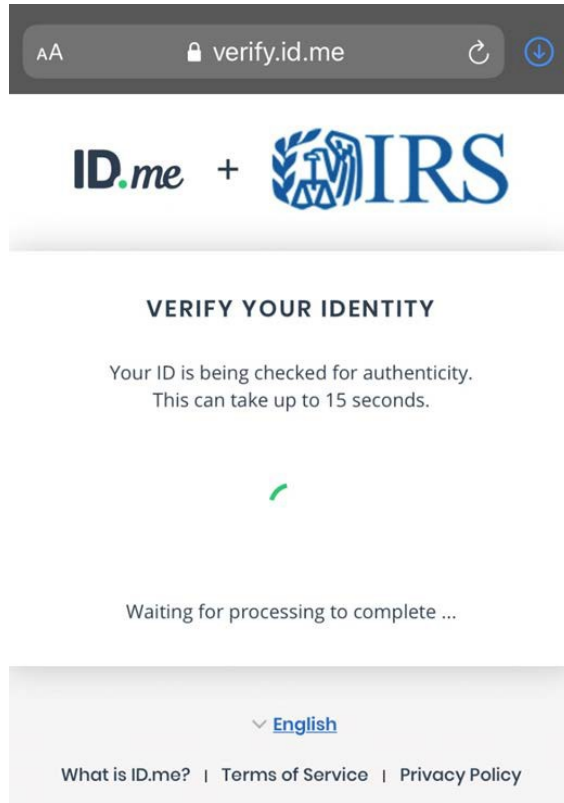
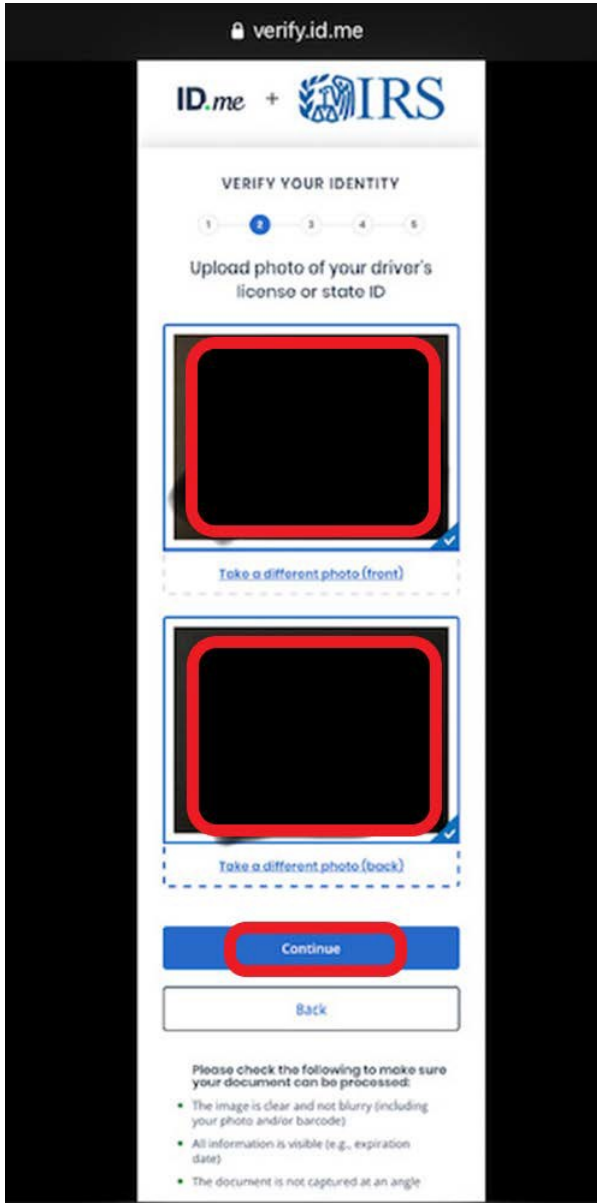


21. Repeat the process for the second image.

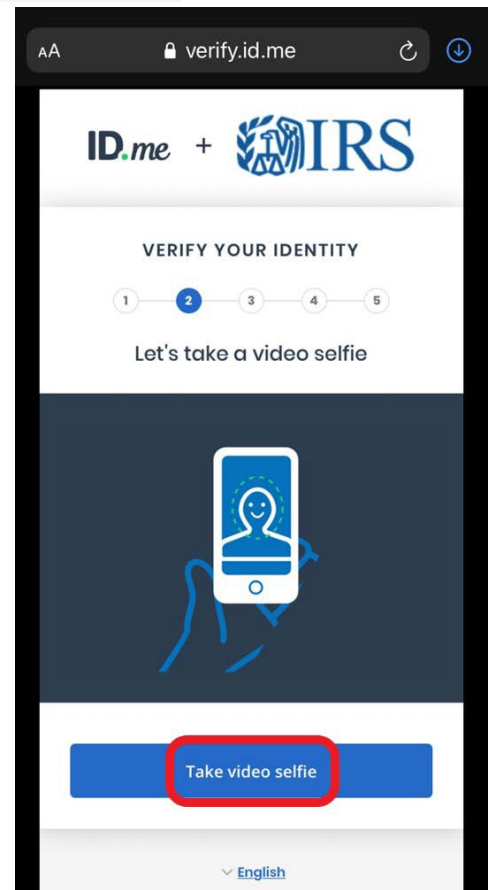


## Requesting a Tax Return Transcript Online

22. Once everything is uploaded click "Continue." The ID will be checked for authenticity.

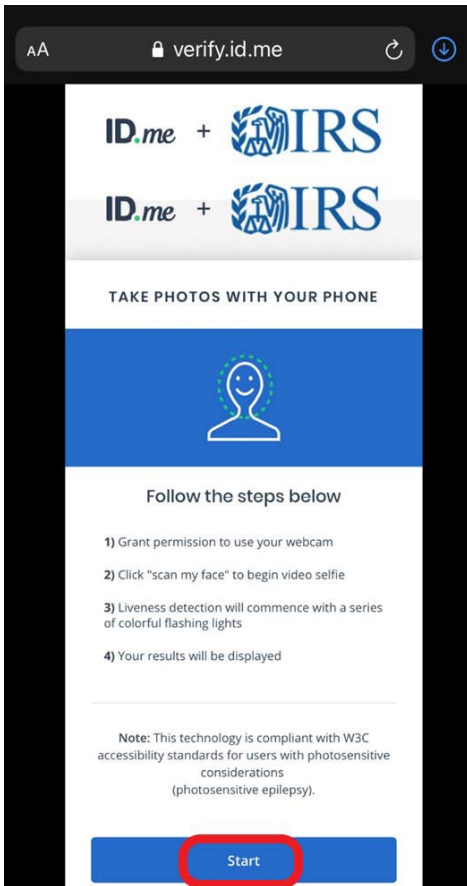


23. On the next screen click "Take a video selfie."

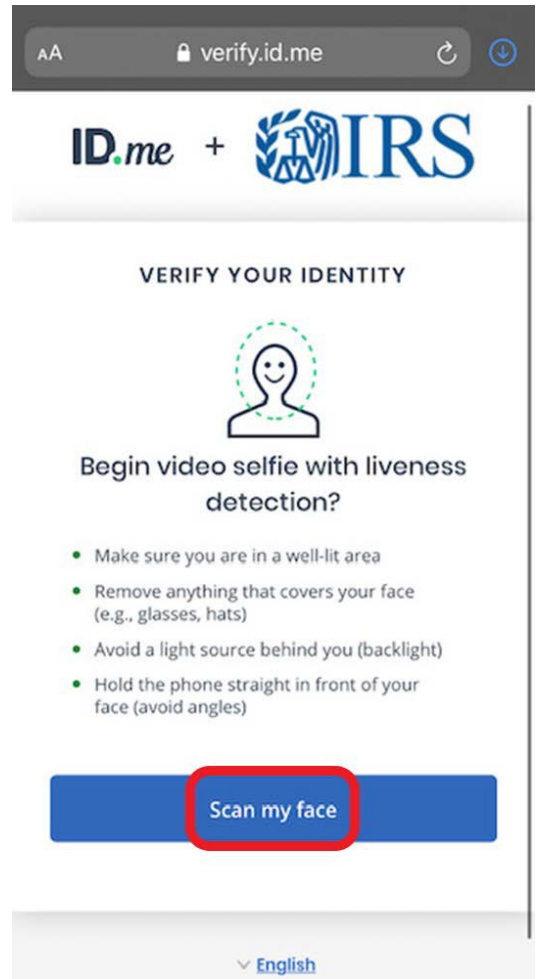


# Requesting a Tax Return Transcript Online

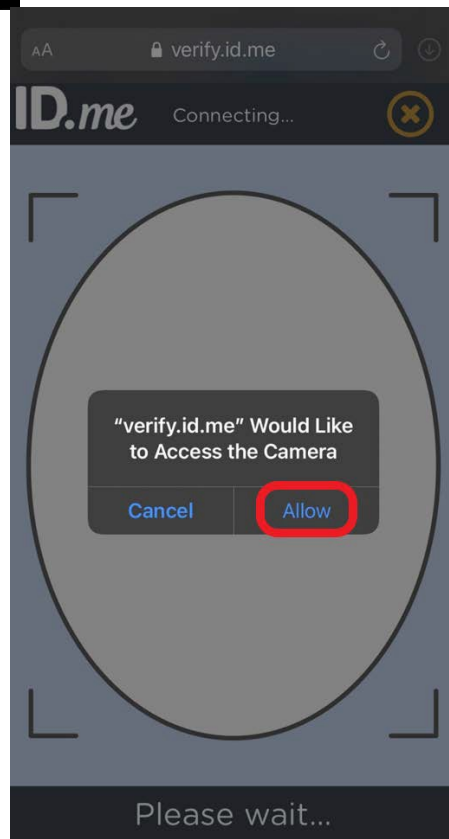
24. Click on "Start."



25. Click "Scan my face."

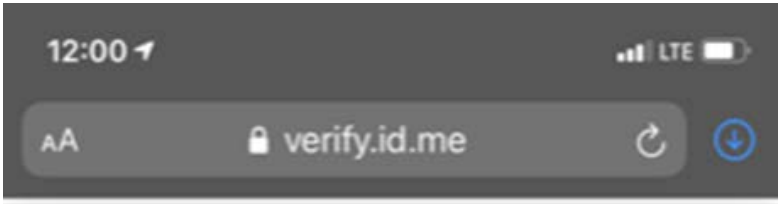


26. Click on "Allow."



# Requesting a Tax Return Transcript Online

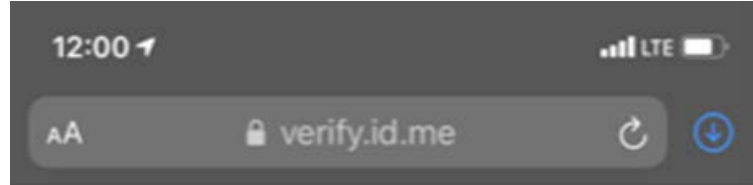
27. Allow the IRS a few moments to process, analyze, and compare your information.



## VERIFY YOUR IDENTITY

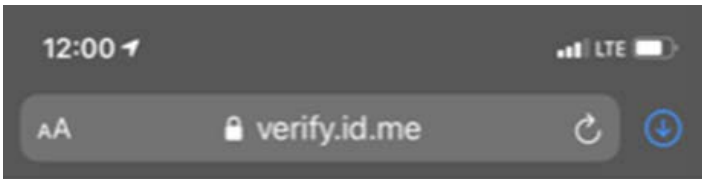
### Processing video selfie

This may take a few moments. Please wait.



## ANALYZING VIDEO SELFIE

This may take a few moments. Please wait.



## COMPARING SELFIE TO ID DOCUMENT IMAGE

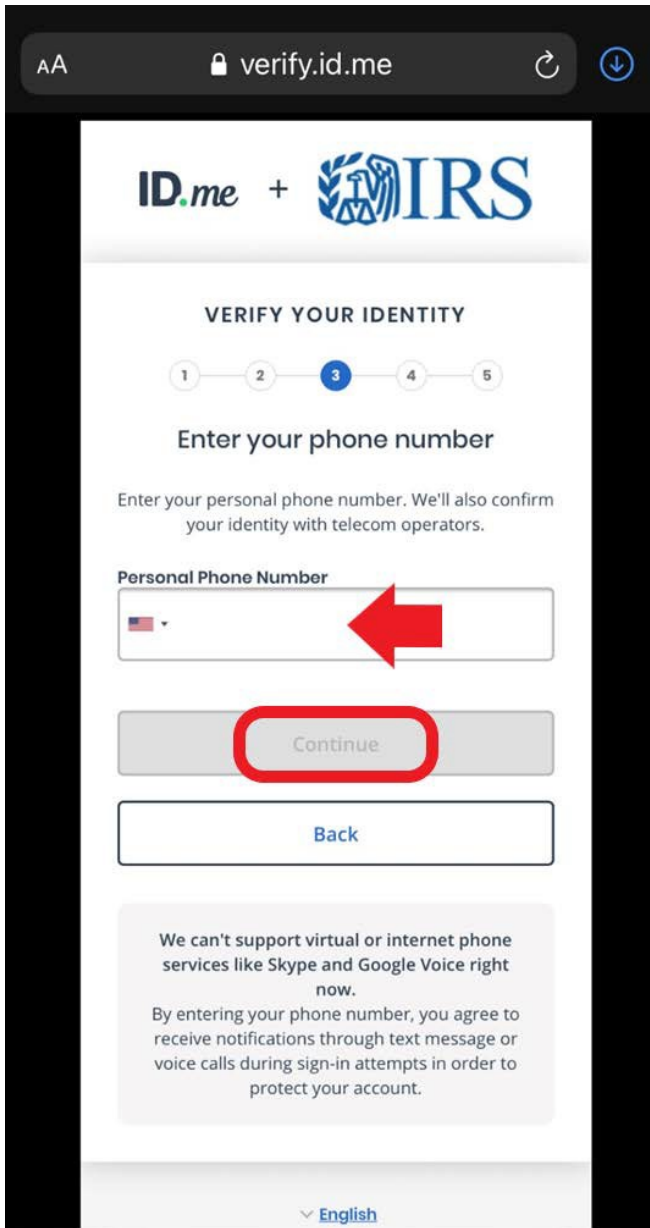
Your selfie is being compared to your ID.  
This can take up to 15 seconds.



Waiting for processing to complete ...

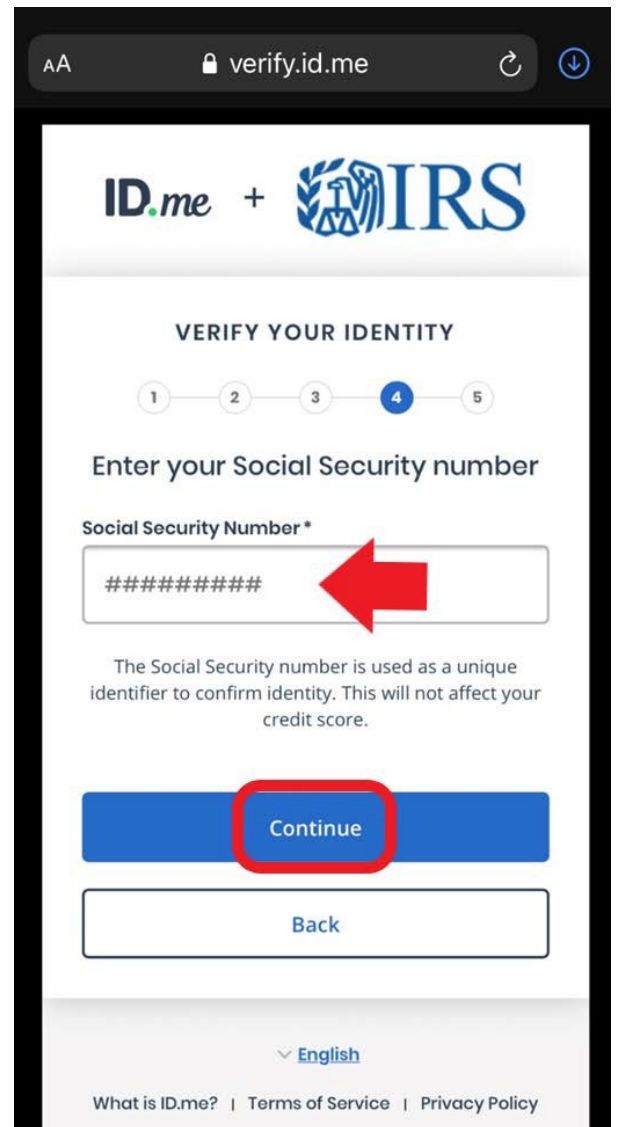
## Requesting a Tax Return Transcript Online

28. Enter your phone number and then click "Continue."



The screenshot shows the 'verify.id.me' website with the 'ID.me + IRS' logo at the top. Below the logo is the heading 'VERIFY YOUR IDENTITY' and a progress indicator with five steps, where step 3 is highlighted. The main heading is 'Enter your phone number'. Below this, there is a sub-heading 'Enter your personal phone number. We'll also confirm your identity with telecom operators.' A form labeled 'Personal Phone Number' contains a dropdown menu with the US flag and a red arrow pointing to it. Below the form is a 'Continue' button circled in red, and a 'Back' button. At the bottom, there is a note: 'We can't support virtual or internet phone services like Skype and Google Voice right now. By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.' A language selector for 'English' is at the bottom.

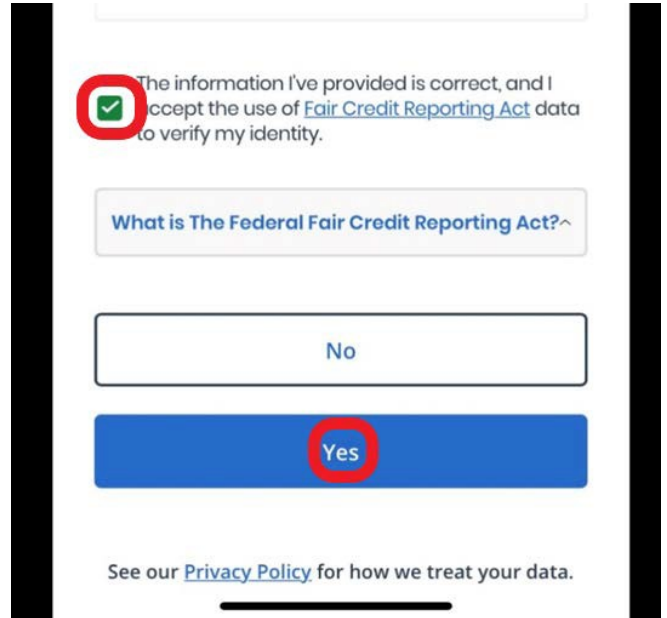
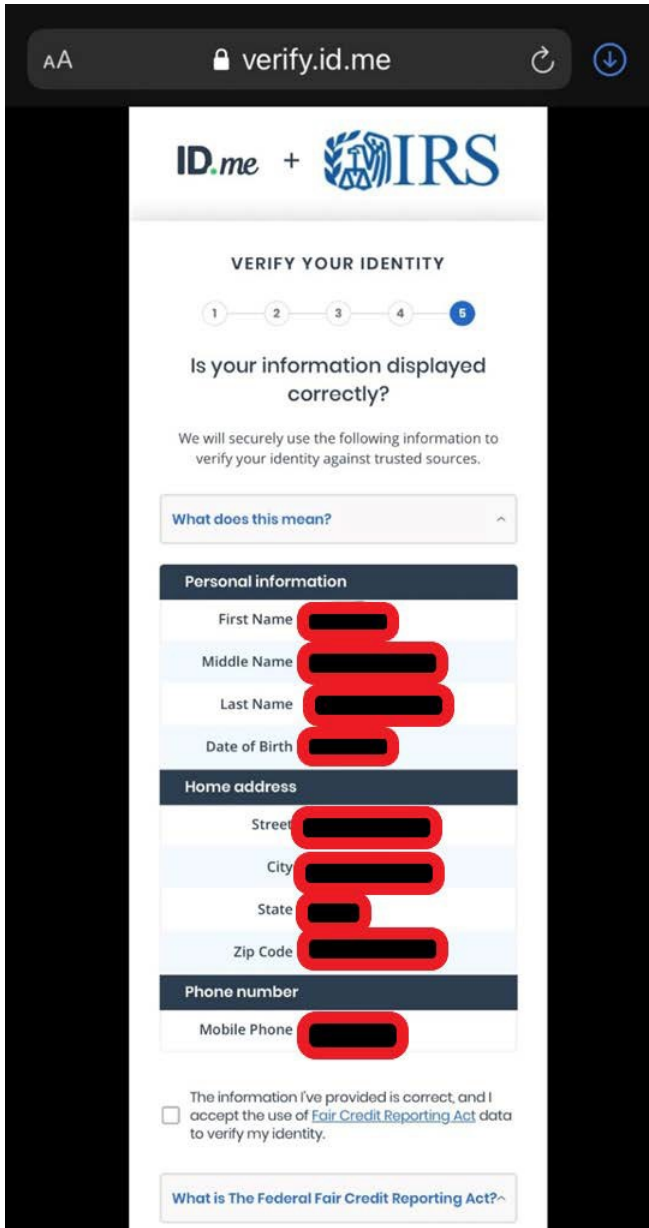
29. Enter your Social Security Number and then click "Continue."



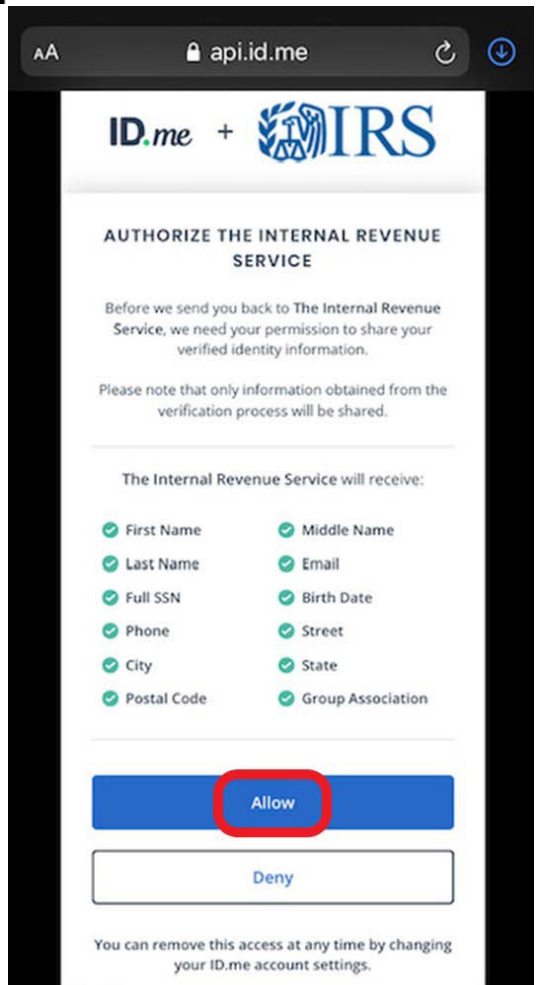
The screenshot shows the 'verify.id.me' website with the 'ID.me + IRS' logo at the top. Below the logo is the heading 'VERIFY YOUR IDENTITY' and a progress indicator with five steps, where step 4 is highlighted. The main heading is 'Enter your Social Security number'. Below this, there is a sub-heading 'Social Security Number\*'. A form contains a redacted Social Security number (#####) with a red arrow pointing to it. Below the form is a 'Continue' button circled in red, and a 'Back' button. At the bottom, there is a note: 'The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.' A language selector for 'English' is at the bottom, and links for 'What is ID.me?', 'Terms of Service', and 'Privacy Policy' are at the very bottom.

# Requesting a Tax Return Transcript Online

30. Review the information for accuracy. Check the box, then click "Yes."

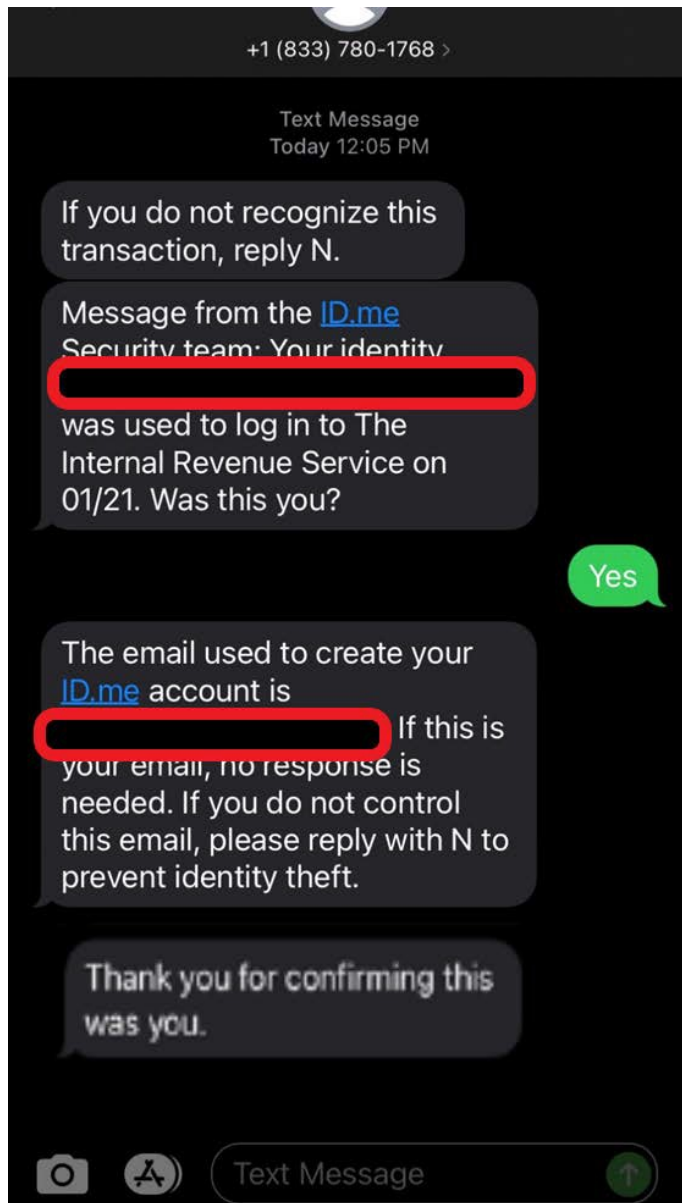


31. Click on "Allow."



## Requesting a Tax Return Transcript Online

32. You will receive a text or email. Reply "Yes" to confirm it was you.



Welcome [redacted]

**Limited Account Services, Dec. 28, 2021 - Jan. 22, 2022**

Payments and account adjustments made since December 28 will remain as pending at this time. Balances and payment activity will be updated the week of January 24.

### Account Status

**Your 2021 Tax Return Is Not Processed**

If you've already filed... [Read more](#)

**Total Amount Owed**  
as of January 21, 2022:

[View Balance Details](#)



[View Payment Options](#)

[View Payment Activity](#)

### Records

[View Advance Child Tax Credit Information](#)

[View Tax Records](#) for:

- Key information from your most recent tax return
- Economic Impact Payment Information
- Downloadable tax records

[View Notices and Letters](#) for correspondence from the IRS

[View Authorizations](#) for online requests from tax professionals

IRS

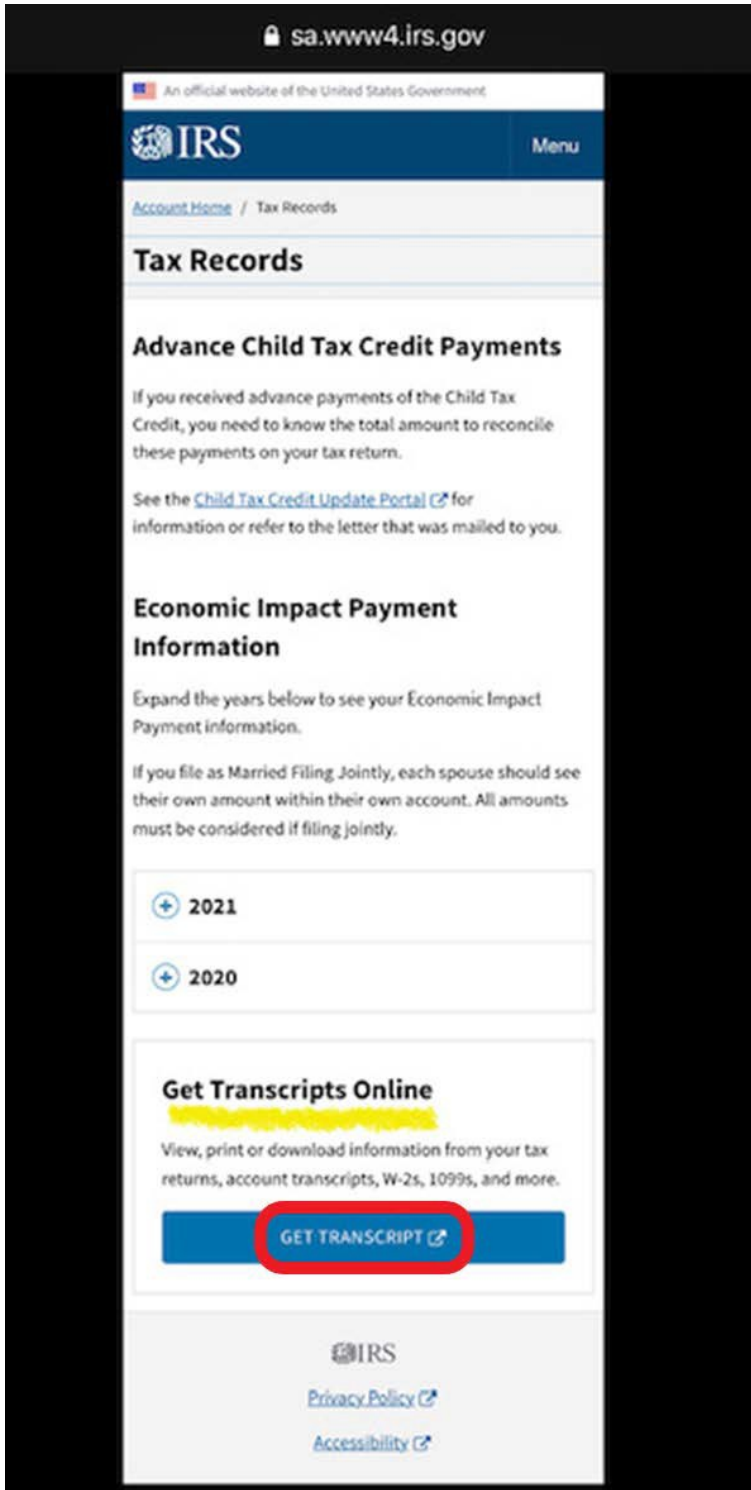
[Privacy Policy](#)

[Accessibility](#)

33. On the IRS website scroll down and click on "View Tax Records."

# Requesting a Tax Return Transcript Online

34. Click on "GET TRANSCRIPT."



35. Select the reason as "Higher Education/Student Aid." Then click "GO." You do NOT need to enter a Customer File Number.



## Requesting a Tax Return Transcript Online

36. Under "Return Transcript" click the Tax Year you want to download.
- For the 2021-2022 FAFSA you should select 2019.
  - For the 2022-2023 FAFSA you should select 2020.
  - If you filed an Amended Tax Return you should choose "Record of Account Transcript."
  - If you need W2 or 1099 information you should choose "Wage & Income Transcript."

You selected: **Higher Education/Student Aid**  
 We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript
2021
2020
2019
2018

Record of Account Transcript
N/A
2020
2019
2018

Account Transcript
2021
2020
2019
2018

Show All

Wage & Income Transcript
2021
2020
2019
2018

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 adjustments either you or we made after you filed your return. This transcript shows basic data, including marital status, type of return filed, adjusted gross income and taxable income.


#### Wage & Income Transcript

Wage and Income Transcripts show data from information returns, such as W-2s, 1099s and 1098s, reported to the IRS. Most recent year information may not be complete until July.

Indicates the availability of a Verification of Non-Filing letter for the year.

## Requesting a Tax Return Transcript Online

37. Your tax transcript will then pop up in a new window. The Tax Return Transcript should look like the example below, most will be 3-5 pages or longer. You will be able to download the transcript as a pdf. Sign out of the IRS website when you are done. Submit a copy of all pages to the Financial Aid Office. For NIU here is how it can be submitted: <https://www.niu.edu/financial-aid/help/secure.shtml>



**Internal Revenue Service**  
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date: 06-02-2018  
Response Date: 06-02-2018  
Tracking Number: XXXXXXXXXXXXX  
Customer File Number: 7280844145

Tax Return Transcript

SSN Provided: XXX-XX-AAAA  
Tax Period Ending: Dec. 31, 2017

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SSN: XXX-XX-AAAA

NAME(S) SHOWN ON RETURN: JENS  
ADDRESS: 4041 P

FILING STATUS:	Single
FORM NUMBER:	1040EZ
CYCLE POSTED:	20182105
RECEIVED DATE:	May 19, 2018
REMITTANCE:	\$0.00
EXEMPTION NUMBER:	0