How to order your IRS Tax Return Transcript

2. Click on ‘Get Transcript for My Tax Records’ Under the “TOOLS” menu
3. Select the ‘Get Transcript Online or Mail’ icon

4. If you choose ONLINE: Sign up for an account — (if you filed a joint tax return, you must use the information of the person listed first on your tax return, if you filed “married – filing separate then both parents need to request their tax return transcripts)

5. Follow the next steps by entering your information and then the confirmation code.

6. Complete the next screen by filling out your personal information and continue answering all questions. You will also be asked to set up a User ID and Password.
7. Select Higher Education/Student Aid and the Year for the Tax Return Transcript that you are requesting.

8. Your Tax Return Transcript will then show in a Pop-Up so make sure you allow pop-ups for this website. You can now Print your Tax Return Transcript.

9. **If you choose to have your transcript MAILED:**
   Enter in your Social Security number, Date of Birth, Street Address, and Zip Code -- if you filed a joint tax return, you must use the information of the person listed first on your tax return. Click continue then Select ‘Return Transcript’

10. You should receive your Return Transcript in the mail within 5-10 days.