

Instructions on Downloading Tax Return Transcript

Go to <http://www.irs.gov/Individuals/Get-Transcript>
Click **Get Transcript ONLINE**.

Step 1: Either create an account with the IRS, or sign in if you already have an account. When creating an account, the IRS will send a confirmation code to the email you list.

Step 2: When you receive the email, enter the confirmation code in the space provided. (Note: The confirmation code is sent right away.)
Click **Verify Email Confirmation Code**.

Step 3: Enter your personal information and click **Continue**.

Step 4: Answer the validation questions. These will include the reason you are requesting a tax transcript (select **Higher Education/Student Aid**), the type of transcript you need (Select **Return Transcript**) and the tax year you need (select **2014**).

Your Tax Return Transcript should now be available for you to save and print.