How to print an IRS Tax Return Transcript

Log on to IRS.gov

1. Choose "Get Transcript of Your Tax Records" under Tools

2. Choose "Get Transcript Online"

3. Choose "Create An Account"

4. Fill in your personal information and choose "Send Email Confirmation Code"
5. Retrieve your confirmation code by viewing your email in another browser window. Do not close this window, or you will have to restart the process.

6. Enter your confirmation code and choose “Verify Email Confirmation Code”

7. Finish entering your personal information and choose “Continue”

8. Answer the following questions and choose “Continue”

9. Select “Higher Education/Student Aid” and then select “2013” under “Return Transcript” on left side (turn off pop-up blocker to open this page). Your transcript will appear in PDF format. You may then print it.