

HOW TO RETRIEVE AN IRS TAX RETURN TRANSCRIPT ONLINE

Tax filers can now **print out** a PDF of their **2017 Tax Return Transcript** from the IRS website.

Online Instructions:

- Available on the IRS website at www.irs.gov
- From the homepage, select “Get Your Tax Record”
- Click on the button that says “Get Transcript ONLINE”
 - If this is your first time using this website, you will need to “Sign Up” and create an account; this process may take about 15 minutes and you will only need to verify your identity once.
 - If you are a returning user, please sign in with your username and password.
- If you are creating an account for the first time, you will need to enter all requested information and answer all security questions correctly in order to create the account.
- If you are a returning user, after you enter your log in information, you should receive a security code via text; enter the code and click “Submit” to complete the log in process.
- Once you are signed in, you are asked to select a reason you need a transcript; select “Higher Education/Student Aid” and click “GO”.
- From the list of transcript options, select tax year **2017 in the RETURN TRANSCRIPT** box.
- Once you click on the correct transcript and year, the PDF file should open and display your return transcript; from here, you can either save or print the document.
- If we are requesting a **2017 Wage & Income Transcript** for the student or parent, you can print that transcript from the website as well.
- **Before sending in the transcript, PLEASE write the student’s first and last name and student ID number on the top of all pages associated with your transcript, then either send the document(s) to the mailing address or fax number below, or upload documents to our secure file transfer site at: <http://www.lindenwood.edu/admissions/student-financial-services/secure-file-transfer/>**

***** If you are unable to print the transcripts online, you can request to “Get Transcript by MAIL” via the IRS website as well. *****

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