

Downloading IRS Tax Return Transcripts

- You will need to use primary filer's information to locate the transcript if married. Make sure you are using correct address as reported on Tax Return.
- Go to www.irs.gov
- Click on "Get Transcript for my Tax Records" under orange "Tool" selection menu.
- Click on "Get Transcript Online"
- Click "OK" a box appears to let you know you are entering a government site.
- First time users need to "Create An Account" and returning users just need to continue to "Sign-in"
 - You will enter name and email. You will check email for Confirmation Code. The Confirmation Code does not work if copied and pasted. It must be manually entered into the boxes on screen.
- You will continue to the next page after verifying the Confirmation Code. This page will ask for Social Security Number, Date of Birth, Filing Status, Address, Phone Number (Optional), and Mobile Number (Optional).
- By checking the box at the bottom of the screen you may continue as a guest and it will take you right to the page to download transcripts.
- If you want to finish setting up account. It will ask 4 personalized questions about yourself. The information is individually based, so only that person will know the answers.
- You will need to provide a Site Phrase, select Site Image, Create User ID and Password to continue to create account. You will be able to use this anytime you want to continue and use this tool again.
- Once on the page to download you want to select the Purpose as "Higher Ed/Student Aid"
- Below the menu for purpose will be a listing for Return Transcripts. All that you have to do is select the year link for which transcript you are waiting. Once you click on the link it should download the transcript to your browser.
- Make sure your pop-up blocker is turned off or transcript will not show on your browser.

Office of Student Financial Assistance
Pittsburg State University
1701 S. Broadway
103 Horace Mann
Pittsburg, Kansas 66762
Phone: (620)-235-4240
Fax: (620)-2354-4078
finaid@pittstate.edu