SETTING UP AN ACCOUNT ON IRS.GOV

1. Visit IRS.gov/account and click on the "Create or view your account" button.

2. Complete the process to create an account, or login if you already have one.

3. Once logged in locate the bold **Records** section on the right hand side of your Account Home screen. Click "View Tax Records" just under **Records**.

4. Click on the "Get Transcript" Button on the right hand side.

5. In the drop down menu next to "Select a reason you need a transcript" select Federal Tax.

6. Leave Customer File Number blank and click the GO button.

7. The next screen should allow you to choose which type of report and year you are looking for:

    a. Return Transcripts provide information for the returns you have filed.
    b. Account Transcripts provide payment/refund information and remaining balance owed.
    c. Record of Account Transcript provides information from your return as well as payment/refund information and remaining balance owed.
    d. Wage and Income Transcripts provide information related to income forms (W-2, 1099, etc.) filed with the IRS under your Social Security Number.