

The IRS makes it easy to access your tax records online, including your tax transcripts, quickly and securely.

This feature allows you to access a PDF copies of you return data, tax forms filed such as W-2s, 1099s, and 1098s, and even verify estimated payments made during the tax year.

There are four types of transcripts that can be accessed:

1. Return Transcript – provides most lines from your Form 1040 as originally filed
2. Account Transcript – provides details of any adjustments made after form 1040 was filed
3. Record of Account Transcript – combines data from the Return and Account Transcripts
4. Wage & Income Transcript – provides data from informational returns such as W-2s, 1099s, and 1098s that have been reported to the IRS

Please complete the following steps to access your transcripts online:

1. Go to <https://www.irs.gov/payments/view-your-tax-account>


2. Select “Log in to your Online Account”
(see BeachFleischman’s separate instructions to set up your IRS account)



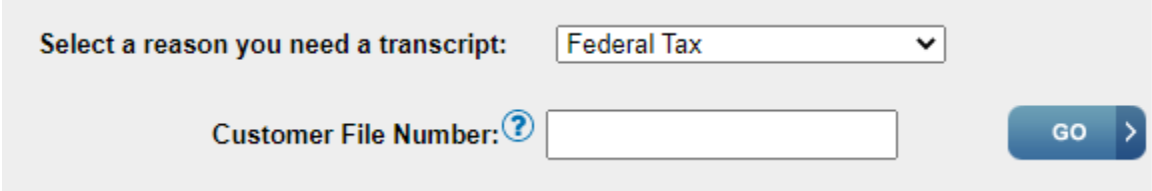
3. From the menu bar near the top of the screen, select “Tax Records”



4. Select “Get Transcript”



5. “Reason you need a transcript” - “Federal Tax”; Customer File Number can be blank; Select “GO”



Select a reason you need a transcript:

Federal Tax

Customer File Number: ?

GO

6. Find the type of transcript you are looking for and select the applicable tax year
7. Your transcript will open in a new web browser window, from which you can download the PDF copy or print (Google Chrome options pictured)



Select to download

Select to print