Requesting your 2013 Tax Return Transcript Online
Step 1: Go online to [www.irs.gov](http://www.irs.gov) and click on “Get Transcript for My Tax Records.”
**Step 2:** Click on “Get Transcript ONLINE” (alternatively, you may also select “Get Transcript by MAIL” and follow the prompts for that process).
Step 3: Click “OK” on the popup.
**Step 4:** Click on “CREATE AN ACCOUNT.” *If you have previously created an account, click “SIGN IN” and skip to Step 11 below.*
Step 5: Complete the required fields and click on “SEND CONFIRMATION EMAIL CODE.” Check your email for a confirmation code and proceed to the next step.
Step 6: Enter your information and confirmation code and click “VERIFY EMAIL CONFIRMATION CODE.”
Step 7: Complete the required fields and click “CONTINUE.”
Step 8: This page will verify information regarding a past/present loan or your credit history, such as the example below. Answer the questions and click “CONTINUE.”

In what state was your SSN issued?
- ARIZONA
- MASSACHUSETTS
- NEW JERSEY
- WYOMING
- NONE OF THE ABOVE

Your credit file indicates you may have had an auto loan/lease, closed on or around September 2012. Who was the credit provider for this account?
- ACCENT AUTO GROUP
- ONIX ACCEPTANCE CORP
- TOYOTA MOTOR CREDIT CORP
- WORLD OMNI FINANCIAL CORP
- NONE OF THE ABOVE

What was the total monthly payment for the above-referenced account?
- $225 - $274
- $275 - $324
- $325 - $374
- $375 - $424
- NONE OF THE ABOVE

What were the terms for the above-referenced account?
- 26 months
- 37 months
- 49 months
- 61 months
- NONE OF THE ABOVE
Step 9: You will be required to create a security profile. Complete the required steps and click "SUBMIT."
Step 10: Click “CONTINUE.”

User Profile Successfully Created

Your profile was successfully created. Be sure to write down your User ID for future reference. Please click the “Continue” button to go to your selected application.

Note: All future correspondence will be via email.

CONTINUE
Step 11: Click on the “Federal Tax” bullet, then click on “2013” under “Return Transcript.”

- The website will try to advise you to download “Record of Account Transcript” - THIS IS NOT THE DOCUMENT WE NEED
- An asterisk will be next to “2013” if your Return Transcript is not yet available; Return Transcript will not be available until 2-3 weeks after filing taxes electronically, 6-8 weeks if you filed your taxes by paper.
- A popup blocker may come up when you click on “2013,” so you may need to adjust the popup setting for the website.
- Once you are able to view your Tax Return Transcript, print out the full document to fax (603-526-3737) or mail (Colby-Sawyer College / Office of Financial Aid / 541 Main St. / New London, NH 03257) to our office. You may also save the document and email it to our office at cscfinaid@colby-sawyer.edu.