

How to Create Your IRS Online Account & Download Transcripts

Step 1: Go to the IRS website

- Visit [IRS.gov](https://www.irs.gov) on a computer or phone.
- Click on **“Create an IRS Online Account”** (or search for “IRS account” on the site).

Step 2: Create or Sign In to Your Account

- If you don’t have an account yet, choose **“Create Account”**.
- You’ll need:
 - Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
 - A mailing address on file with the IRS (from a recent tax return).
 - A phone number.
 - An email address.
- You may be asked to verify your identity (this is normal and secure). Options usually include:
 - **ID.me** (most common — takes a few minutes with a driver’s license or passport + selfie).
 - **Login.gov**.
- You will need access to your phone’s or computer’s camera.
- Follow the on-screen instructions. It usually takes **5–15 minutes**.

Step 3: Log In and Get Your Transcripts

- Once your account is approved (usually immediate or within minutes), log in.
- Go to **“View Tax Records”** in the **“Records and Status”** box.
- Select **“View Transcript”**.
- Choose **“Account Transcripts”**.
- Select the tax years you need (e.g., 2020, 2021, 2022, 2023).
 - **EN** stands for English.
 - **ES** stands for Spanish — please choose **English**.
- Download or print the **Account Transcript** for each year (this shows penalties, interest, payments, and balances).

Tips for Success

- Use a **personal computer or phone** (not a public one).
 - Have a **photo ID** ready for verification.
 - If you run into issues (e.g., identity verification problems), call the IRS at **800-829-1040** (have your tax return handy).
 - It’s **free and secure**. Your account lets you see your full tax history.
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