

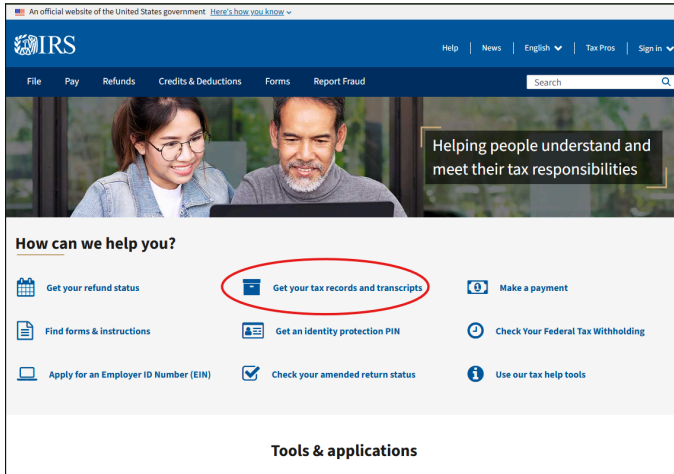
# How to download your records from the IRS



UNIVERSITY OF  
CENTRAL  
MISSOURI

FINANCIAL AID

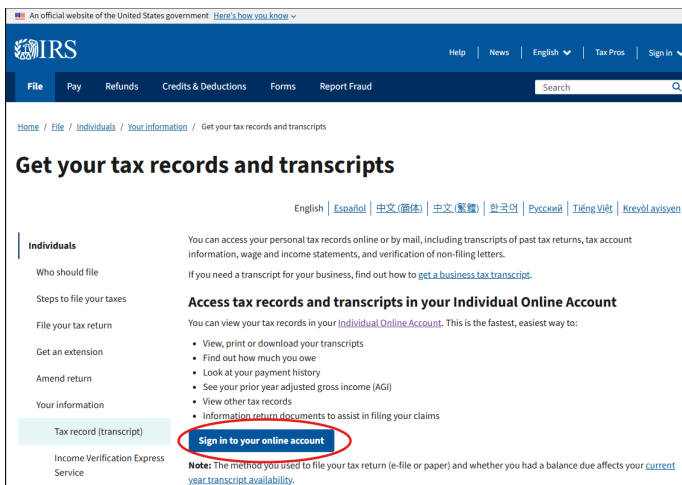
## Step 1: Visit [IRS.GOV](https://www.irs.gov) and click on “Get your tax record”



**Why a transcript and not the actual W2, 1099 or tax return?**

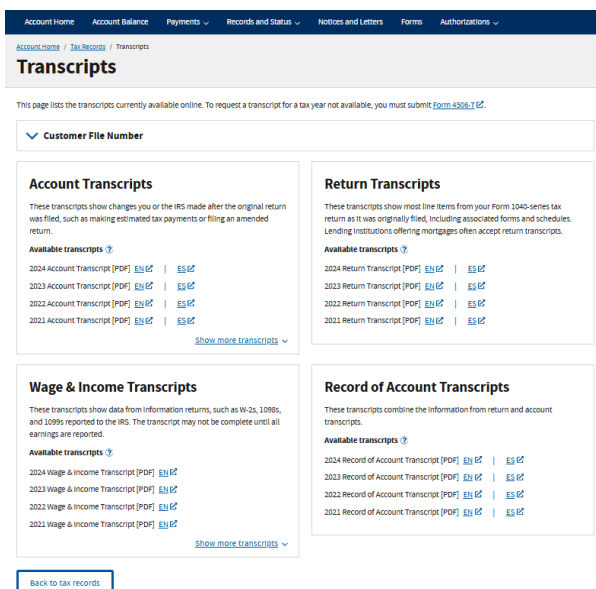
*Identity protection! These do not list your entire social security number, your dependents full social, they do not have your real signature.. These are much safer to send via email to us.*

## Step 2: Sign into your online account or make an account if you have not done so already



## Step 3: Select the proper transcript you are needing to download

*Note that there are different types and we must have the correct one to properly complete any outstanding requirement.*



**Account Transcript:** These show changes done after the original return was filed. This is rarely requested by us.

**Return Transcript:** These are transcripts of the actual 1040 tax return-series tax return as originally filed.

**Wage and Income Transcript:** These show all forms of income reported for you from a specific tax year.

**Record of Account:** Combines information from the return and account transcripts. This is rarely requested by us.