



Self-Requesting Your Income Information

Step 1: Create an IRS account online

1. You will need the following information to create your IRS account:
 - a. Your Social Security Number, date of birth, filing status and mailing address from your most recent tax return
 - b. Access to your email account
 - c. Your personal mobile phone number
 - d. Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan. You must have one of these 'forms of debt' in order to create the online account. This is how the IRS verifies your identity.

Note: This is your personal IRS account and information will NOT be shared. Do not give this information to anyone over the phone.

2. Go to the IRS website: <https://www.irs.gov/individuals/get-transcript>
3. Select 'Get Transcript Online' button under the 'Request Online' box.

Request Online

Request your transcript online for the fastest result.

What You Need

If you don't have an existing IRS username or ID.me account, have your photo identification ready.

What You Get

- All [transcript types](#) are available online
- View, print, or download your transcript
- Verify your identity once and you can easily return later to get a transcript or use other IRS online services

Get Transcript Online

Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

4. Follow the prompts to create an account. If you've previously filed your taxes with the IRS, it should only take about 5 minutes to create and access your account. If you or someone in your household has never filed ~~taxes~~ with the IRS, this person may be unable to create an account. Contact your Rebate Processing Specialist with next steps if you are unable to get through this process.
 - a. Note: each person in your household aged 18 years or older with income that is not a dependent of the applicant will need to create an account to access their return transcript or non-filing status.

Step 2: Get your transcript online.

1. Go to the IRS website: <https://www.irs.gov/individuals/get-transcript>
2. Login using the username and password you previously created.
3. When prompted, select a reason you need a transcript as 'Income Verification'.
 1. You do not need to provide a "customer File Number"

Get Transcript

Select a reason you need a transcript: **Income Verification**

Customer File Number: **GO**

Customer File Number Help

The 10-digit Customer File Number serves as an alternative tracking number to match the transcript to the taxpayer for third-parties such as tax practitioners, lenders and college financial aid offices.

Leave the entry blank if you were not directed by a third-party to enter the number. Do not use your Social Security number.

Using your keyboard, you can **manually enter** a Customer File Number assigned to you, for example, by a lender or college financial office. That customer file number will display on the transcript when it is downloaded.

4. Select and download your most recent tax return transcript

Note: Non-filings will be accessed through the "Return Transcript" transcript Section

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
2020	2020
2019	2019
2018	2018
2017	2017

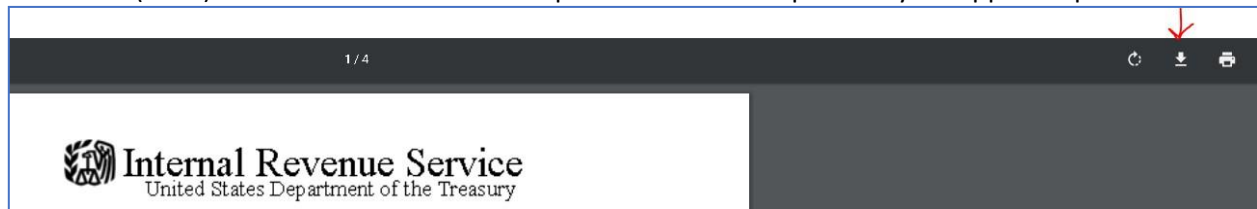
Account Transcript	Wage & Income Transcript
2020	2020
2019	2019
2018	2018
2017	2017

Access processed Tax Transcripts for the current and/or previous tax year or Non-Filing Status

Access Wage and Income Transcripts

Step 3: Upload documents to your application

1. Open your most recent tax return transcript
2. Download () the documents that were requested for secure upload to your applicant portal.



3. Login to your application through the RIDE program website, using your email and password. If you forgot your password, click the "Forgot Password Link", and follow the instructions to create a new password
4. Upload and submit supporting documents in the open Tax Return Transcript document slots.