IRS Tax Transcript Online 2023-2024 Academic Year

Follow these instructions to request an IRS tax transcript online

The following information will be needed in order to request a transcript online. The information will be used by the IRS to confirm your identity:

your SSN, date of birth, filing status, and mailing address from latest tax return access to your email account (for confirmation code) your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan

a mobile phone with your name on the account (for confirmation code)

1. Visit <u>www.irs.gov</u> and click on the option to "Get Your Tax Record."

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- 2. You will be prompted through a series of questions to confirm your identity.
- 3. The IRS will email you a security code to enter into the IRS site, as well as text a security code to enter into the IRS site, to further confirm your identity.
- 4. At the prompt to "Get Transcript" choose "Higher Education/Student Aid"
 - a. Enter your GBCC ID number (starts with A...) in the "Customer File Number:"

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An image of your transcript will appear in a new window. Print the full image and submit the document to the Office of Financial Aid at Great Bay.

Office of Financial Aid Great Bay Community College <u>gbfinaid@ccsnh.edu</u> Ph:(603) 427-7600 ext 7501 Fax: (603) 334-6308