

# How to register with the IRS to obtain Tax Transcripts

Before you start, you will need the following information to become a registered user:

## Registration

You can register to become a user of the Internal Revenue Service's (IRS) e-services website. The registration process involves collecting personal and taxpayer data for the sole purpose of authenticating your identity. The IRS will compare the information you provide with the information received from the Social Security Administration (SSA) and the tax return information you previously filed. They will issue a registration confirmation code to you via the U.S. Postal Service, if the information you provide matches their data. You must log back into the e-services website within 28 days of your registration submission and enter this confirmation code to complete the registration process.

Provide the following information to become a registered user:

- Legal name (verified with IRS & SSA records)
- Social Security Number (verified with SSA records)
- Date of birth (verified with SSA records)
- Telephone number
- Email address
- Adjusted Gross Income (AGI) from either your current year or prior year filed tax return (verified from IRS records)
- Username.
  - Select a preferred username that meets IRS requirements.
- Password and PIN.
  - Select your password and PIN. Read the helpful hints when selecting a secure, unique password and PIN.
- Reminder question to recover a forgotten username
- Home mailing address (verified from IRS records). If you have moved since you last transacted with the IRS, please update your information when registering.

Have this information available before you continue on to the registration process:

- Website: [www.irs.gov](http://www.irs.gov)
- Select 'for Tax Pros' tab on upper right corner
- Select 'e-services for Tax Pros' on the left side under more topics for tax pros
- Select 'Registration Services' under Registration next to 'Not yet registered or confirmed/'
- Select 'Registration'
- Complete the form. All information being requested is your personal information, not information from your institution.
- Select 'accept' at the bottom of the page

- You will then get a screen stating 'registration received and successfully processed'. This screen informs you that you will receive a letter via US mail from the IRS (at home). This letter will contain a confirmation code and instructions for completing the e-services confirmation process. You have 28 days from the date of the letter to complete the confirmation process.
- Select either button at the bottom to leave the screen.