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How to Request a Tax Transcript From Your Online IRS Account

You may be asked to provide a copy of your recent tax return transcript for a variety of reasons. For example, those taxpayers that were impacted by the change in the taxation of unemployment compensation in early 2021 will need to include a copy of their 2020 IRS Account Transcript in order to file an amended return and request a refund from the State of Ohio.

Getting this information is easy if you are already set up with an Online IRS Account. If you haven't already set up an Online Account, click on this link for instructions to do so:

[Instructions for Creating an Online Account with the IRS](#)

If you already have an online account, you can follow these instructions to access a copy of your transcript.

- First, login into your online account by clicking on the following link <https://www.irs.gov/payments/view-your-tax-account>
- Click on the blue box labeled Create or View Your Account and enter your Username and select Log In
- On the next screen, enter your password and select Submit
- A 6 digit security code will be texted to your phone number of record, and you will need to enter this code and select continue.
- The next screen will provide you with some security information, including your recent login history. Select continue to proceed to the next screen
- Select View Tax Records on the left of this screen
- On the next page, click the **Get Transcript** button.
- Here you'll see a drop-down menu asking the reason you need a transcript. Select **State or Local Tax Issue** and leave the **Customer File Number** field empty. Click the **Go** button.
- The following page will show your **Return Transcript, Records of Account Transcript, Account Transcript** and **Wage & Income Transcript** for the last four years. You will want to click on the **2020 Account Transcript**.
- This will open a PDF of your transcript. You will need to print out a copy of this transcript and provide it to us in order to prepare your amended tax return.