

HOW TO REQUEST YOUR IRS TAX TRANSCRIPTS

1

GO TO WWW.IRS.GOV



"Get your tax record"



"Get transcript online"

in lower middle section of page



"ID.me **Create an account**"

2

YOU WILL NEED TO FOLLOW THE DIRECTIONS TO EITHER:

this is a security measure

- Take a selfie on your smartphone
- Use your computers webcam to take a photo of yourself

3

FOLLOW THE PROMPTS EXACTLY HOW IT ASKS YOU!

Copy everything **exactly** how your last return was filed

NO variations - example: Do not put St. for Street

Once you get through this part, you will be able to login

4

WHEN ASKED THE REASON FOR A TRANSCRIPT:



"Mortgage related"

Leave customer file number blank



"Go"

5

UNDER "RECORD OF ACCOUNT TRANSCRIPT"



On the year you have requested

Your transcript will pop up in another window



Save transcript as .PDF

Repeat process for any other year requested

6

UPLOAD THE REQUESTED TRANSCRIPTS TO YOUR FAIRWAY LOAN PORTAL AS SOON AS POSSIBLE.