

# 1) Start at <https://www.irs.gov>

The screenshot shows the IRS website homepage. At the top, there is a blue navigation bar with the IRS logo on the left and links for Help, News, English, Charities & Nonprofits, and Tax Pros on the right. Below this is a secondary navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main content area features several white boxes with icons and text: 'Get My Payment', 'Get Coronavirus Tax Relief', 'File an Extension', 'Make a Payment', 'Get Your Refund Status', 'File Your Taxes for Free', 'View Your Account' (highlighted with a black box), and 'Get Answers to Your Tax Questions'.

## 2) Click on Students

The screenshot shows the IRS website navigation bar. The 'Pay' tab is highlighted in blue. Other tabs include File, Refunds, Credits & Deductions, and Forms & Instructions.

[Home](#) / [File](#) / [Individuals](#) / [Your Information](#) / [View Your Tax Account](#)

# View Your Account Information

[English](#) | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#)

## Individuals

[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

[Tax Record \(Transcript\)](#)

[Third Party Authorization](#)

[Students](#)

Online Account is an online system that allows you to securely access your individual account information.

[Create or view your account](#)

You can view:

- The amount you owe, updated for the current calendar day
- Your balance details by year
- Your payment history and any scheduled or pending payments
- Key information from your most recent tax return
- Payment plan details, if you have one
- Digital copies of select notices from the IRS
- Your Economic Impact Payments, if any

You can also:

- Make a payment online

### 3) Click on Get Your Transcript or Non-filing Letter

[Home](#) / [File](#) / [Individuals](#) / [Students](#)

## Tax Information for Students

[English](#) | [Español](#) | [中文 \(简体\)](#) | [中文 \(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

#### Individuals

[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

[Students](#)

[Employees](#)

[Parents](#)

[Military](#)

[Seniors & Retirees](#)

#### Businesses and Self-Employed

#### Charities and Nonprofits

#### New Tax Deadline is May 17

Get details on the [new tax deadlines](#). If you need more time:

- Find out what to do [if you can't pay what you owe](#) by May 17.
- [Ask for an extension to file](#) to Oct. 17. An extension to file is not an extension to pay taxes owed.
- Understand [penalties and interest](#) may apply after the deadline.



If you already filed a paper return, we will process it in the order we received it. Do not file a second tax return or call the IRS.

#### Check Back for Updates to this Page

For the latest updates on coronavirus tax relief, check [IRS.gov/coronavirus](#). We're reviewing the tax provisions of the American Rescue Plan Act of 2021, signed into law on March 11, 2021.

#### Tools

[Get Your Tax Information for FAFSA](#)

[Get Your Transcript or Non-Filing Letter](#)

### 4) Click on Get Transcript Online

**Caution: The Get Transcript Service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.**

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. To find out how much you owe or to verify your payment history, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

#### Request Online

##### What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone linked to your name (for faster registration) or ability to receive an activation code by mail.

##### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

#### Request by Mail

##### What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

##### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

The Tax Return Transcript can be saved on your computer desktop. You can request a secured email link from our office to upload the document to. Our email is [fa@dakotacollege.edu](mailto:fa@dakotacollege.edu) or by phone at 701-228-5469. You may mail to us at DCB, Attn: Financial Aid, 105 Simrall Blvd, Bottineau ND 58318. Or fax to us at 701/228-5499.