2. Under Tools, Click ‘Get a Tax Transcript’

3. Your Tax Return Transcript will be mailed to you and you can then mail it, fax it or scan and email it to us

**NOTE: To satisfy the tax transcript verification requirement, you will need to get a tax return transcript—NOT account transcript. If you filed an amended return, we require a signed copy of the IRS Form 1040X AND a signed copy of the original tax return that was filed or a tax return transcript.

4. Select ‘OK’ to close dialog box that pops up, provide requested information, then click ‘Continue’