1) Start at https://www.irs.gov

2) Click on Students

View Your Account Information

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

Tax Information for Students

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.

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

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

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 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.