



**Department of
Taxation**

Requesting a Tax Account Transcript

Material displayed in this user guide is for informational purposes only.

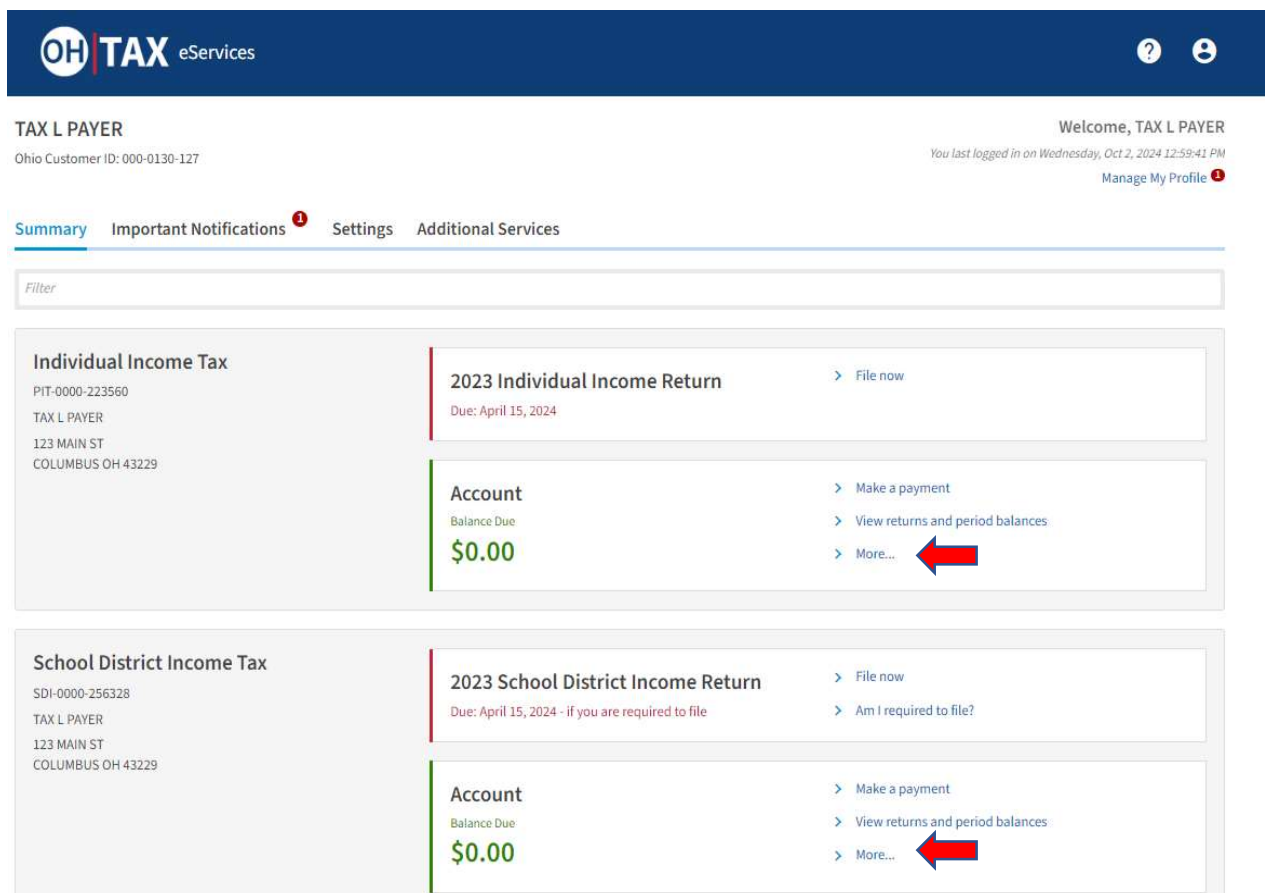
Access to OH|TAX eServices logged-in user features require an OHID. If you have an OHID account, please use your username and password to **Log In** on the OH|TAX eServices homepage. (Skip to [Create OH|TAX eServices Profile](#))

If you do not have an OHID account, please click the **Log in or Create an OHID Account** hyperlink on the OH|TAX eServices homepage, then select the **Create Account** button. You will be redirected to the Create OHID Account web page and should follow the instructions to create an account.

Attention: If you need a federal income tax transcript from the **IRS**, please see their [website](#). The Ohio Department of Taxation (ODT) is unable to provide copies of federal records.

Requesting a Tax Account Transcript

1. Select **More** from either the Individual Income Tax or School District Income Tax panel.









The screenshot displays the OH|TAX eServices user interface. At the top, the header shows the OH|TAX eServices logo and user information: "TAX L PAYER", "Ohio Customer ID: 000-0130-127", and "Welcome, TAX L PAYER". Below the header, there are tabs for "Summary", "Important Notifications", "Settings", and "Additional Services". The main content area is divided into two sections: "Individual Income Tax" and "School District Income Tax". Each section contains a "2023 Individual Income Return" and "2023 School District Income Return" respectively, with a "File now" link. Below the return information, there is an "Account" section showing a "Balance Due" of "\$0.00". In the "Account" section, there are three links: "Make a payment", "View returns and period balances", and "More...". Red arrows point to the "More..." links in both the "Individual Income Tax" and "School District Income Tax" panels.

2. Select the **View and print transcript** hyperlink.

Account Services

Individual Income Tax
TAX L PAYER

Account Services

<p> Letters and Notices</p> <p>View letters and notices that you have received from the Ohio Department of Taxation (ODT).</p> <ul style="list-style-type: none"> > Respond to a letter or notice > View letters and notices 	<p> Scheduled Payments</p> <p>View and cancel scheduled payments for this account.</p> <ul style="list-style-type: none"> > View scheduled payments 	<p> Return Transcript</p> <p>Request a return transcript for a processed return.</p> <ul style="list-style-type: none"> > View and print transcript 
<p> Refunds</p> <p>Check the status of a tax refund.</p> <ul style="list-style-type: none"> > Check my income tax refund status 	<p> Additional Resources</p> <p>Review additional resources to help with navigation, eligibility, and registration in OH TAX eServices.</p> <ul style="list-style-type: none"> > Help with registering for an account (OHID/OH TAX) > OH TAX eligibility requirements > View tutorials and videos to assist with navigating OH TAX > View features available within OH TAX 	

3. Select **Tax Type** and **Filing Period**. Then click the **Next** button, then **Submit** button on the Review Selection screen.

OH|TAX eServices


< Account Services


Return Transcript Request

TAX L PAYER

Return Type

Select tax type and filing period

Tax Type
Individual Income Tax 

Filing Period *
Required 

Cancel

< Previous **Next** >

- Confirmation page will display, click the **View Transcript** button to view and print your transcript.



OH TAX eServices

< Account Services

Confirmation

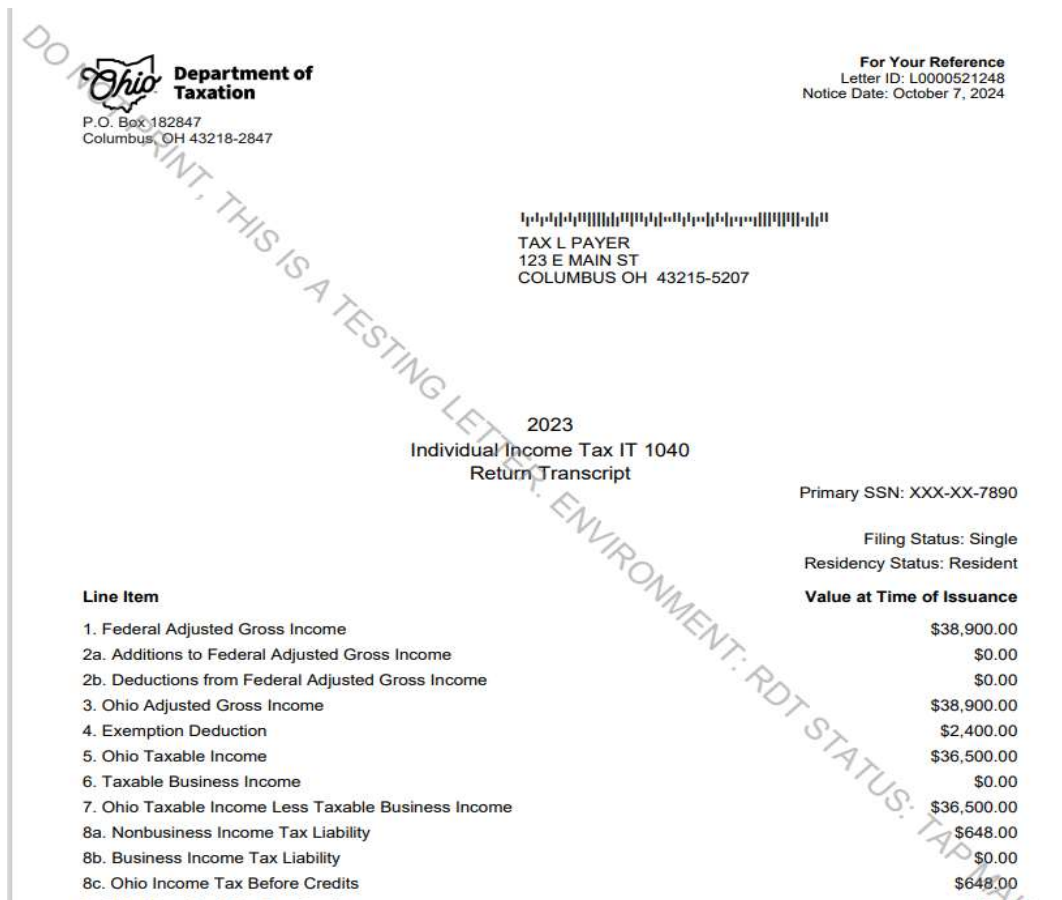
Your request has been submitted, and your confirmation code is 0-000-111-784.

View Transcript

Printable View

OK

Example of Transcript:



Ohio Department of Taxation
P.O. Box 182847
Columbus, OH 43218-2847

For Your Reference
Letter ID: L0000521248
Notice Date: October 7, 2024

TAX L PAYER
123 E MAIN ST
COLUMBUS OH 43215-5207

2023
Individual Income Tax IT 1040
Return Transcript

Primary SSN: XXX-XX-7890

Filing Status: Single
Residency Status: Resident

Value at Time of Issuance

Line Item	Value
1. Federal Adjusted Gross Income	\$38,900.00
2a. Additions to Federal Adjusted Gross Income	\$0.00
2b. Deductions from Federal Adjusted Gross Income	\$0.00
3. Ohio Adjusted Gross Income	\$38,900.00
4. Exemption Deduction	\$2,400.00
5. Ohio Taxable Income	\$36,500.00
6. Taxable Business Income	\$0.00
7. Ohio Taxable Income Less Taxable Business Income	\$36,500.00
8a. Nonbusiness Income Tax Liability	\$648.00
8b. Business Income Tax Liability	\$0.00
8c. Ohio Income Tax Before Credits	\$648.00