



Department of Taxation

Requesting a Tax Account Transcript

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

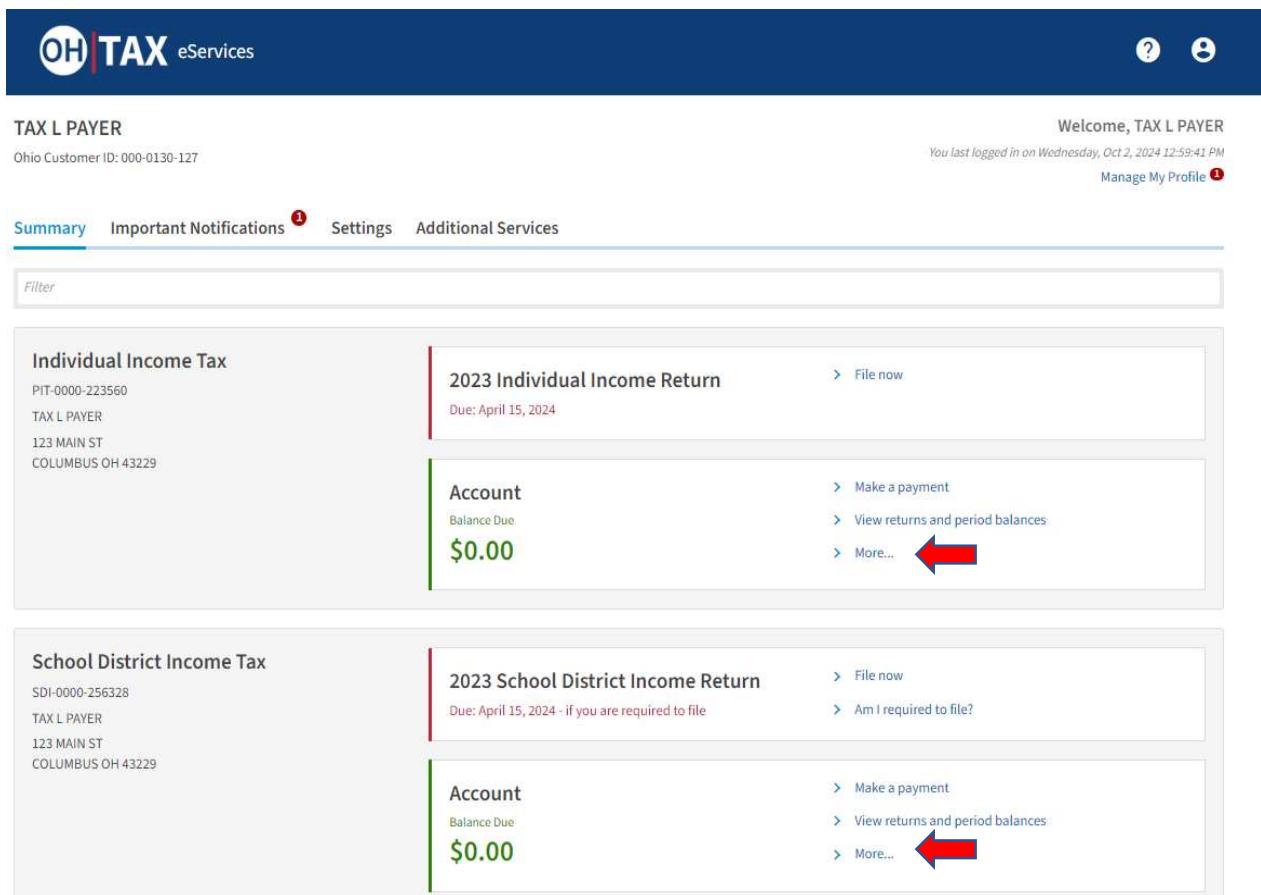
Access to OH|TAX eServices logged-in user features require an OHID. If you have an OHID account, please use your username and password to **Log In** on the OH|TAX eServices homepage. (Skip to [Create OH|TAX eServices Profile](#))

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 shows the OH|TAX eServices homepage with a dark blue header. The header includes the OH|TAX logo, a question mark icon, and a user profile icon. Below the header, the user is identified as "TAX L PAYER" with a customer ID of "000-0130-127". A welcome message says "Welcome, TAX L PAYER" and indicates the last log-in was on Wednesday, Oct 2, 2024 at 12:59:41 PM. A "Manage My Profile" link is also present.

The main content area is divided into two main sections: "Individual Income Tax" and "School District Income Tax".

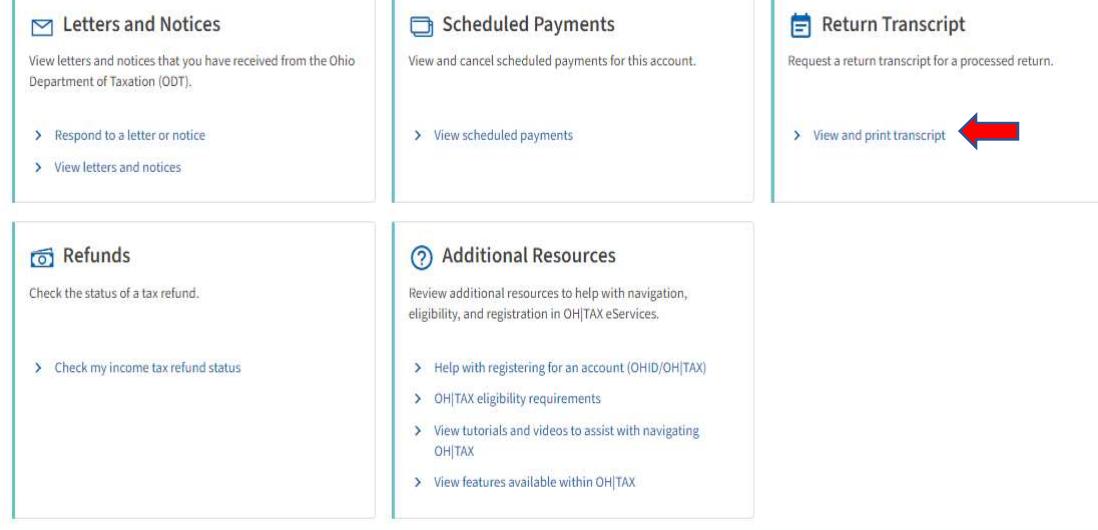
- Individual Income Tax:** Shows a return for "2023 Individual Income Return" due April 15, 2024. It includes a "File now" link. Below it is an "Account" section showing a balance due of "\$0.00". To the right of the balance, there is a list of links: "Make a payment", "View returns and period balances", and "More...". A red arrow points to the "More..." link.
- School District Income Tax:** Shows a return for "2023 School District Income Return" due April 15, 2024. It includes a "File now" link and a link to "Am I required to file?". Below it is an "Account" section showing a balance due of "\$0.00". To the right of the balance, there is a list of links: "Make a payment", "View returns and period balances", and "More...". A red arrow points to the "More..." link.

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

Account Services

Individual Income Tax
TAX L PAYER

Account Services



Letters and Notices
View letters and notices that you have received from the Ohio Department of Taxation (ODT).
 > Respond to a letter or notice
 > View letters and notices

Scheduled Payments
View and cancel scheduled payments for this account.
 > View scheduled payments

Return Transcript
Request a return transcript for a processed return.
 > **View and print transcript** 

Refunds
Check the status of a tax refund.
 > Check my income tax refund status

Additional Resources
Review additional resources to help with navigation, eligibility, and registration in OH|TAX eServices.
 > 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  

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



OH|TAX eServices

Account Services

Confirmation

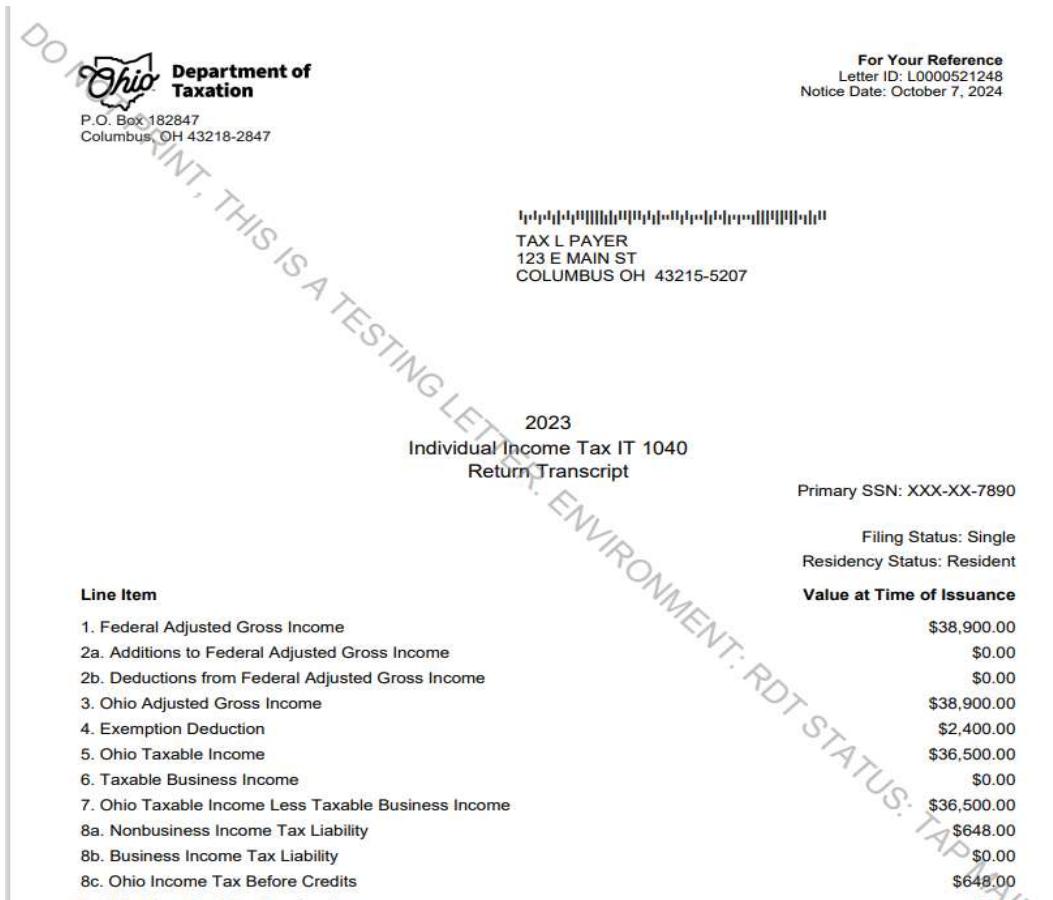
Your request has been submitted, and your confirmation code is 0-000-111-784.

View Transcript 

Printable View

OK

Example of Transcript:



DO NOT PRINT, THIS IS A TESTING LETTER ENVIRONMENT. RDT STATUS: TRAP

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

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

2023
Individual Income Tax IT 1040
Return Transcript

Primary SSN: XXX-XX-7890

Filing Status: Single
Residency Status: Resident

Line Item	Value at Time of Issuance
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