

Requesting an IRS Tax Return Transcript for Financial Aid

You can call the IRS at 800-908-9946 or go online at IRS.gov

The screenshot shows the IRS.gov homepage. At the top, there are navigation links for Subscriptions, Language, and Information For... A search bar is also present. Below the navigation is a horizontal menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below this menu are four main action buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. The main content area is divided into several sections: 'Forms and Pubs', 'Hot Topics', 'Tools', 'Filing & Payment', 'News', 'Small Business Week', 'Is the IRS Calling?', 'Tax Info', 'Scams', 'Exempt Orgs', and 'Social Media'. The 'Tools' section is highlighted with a green box, and a green arrow points to the 'Get a tax transcript' option. The 'Filing & Payment' section includes logos for 'where's my refund?', 'freefile', and 'EFTPS'. The 'Social Media' section features a YouTube video player and social media icons for YouTube, Twitter, Facebook, and the IRS logo.

Attention:

Not every student will need to order a tax return transcript. The Financial Aid Department will let you know if you need one.

Under "Tools" select "Get a tax transcript."

Select: Get Transcript Online or by Mail, the financial aid office will accept either

The screenshot shows the IRS website's 'Get Transcript' page. The page is titled 'Welcome to Get Transcript' and features two main options: 'Get Transcript ONLINE' and 'Get Transcript by MAIL'. Both options are highlighted with green boxes. A green arrow points from the text 'Be sure to take note of the information you will need for the online request and mail request' to the 'What You Need' section for the online option. The 'What You Need' section for the online option lists requirements such as SSN, date of birth, filing status, mailing address, email account, and personal account number. The 'What You Get' section for the online option lists that all transcript types are available online and can be viewed, printed, or downloaded. The 'What You Need' section for the mail option lists requirements such as SSN or ITIN, date of birth, and mailing address. The 'What You Get' section for the mail option lists that transcripts arrive in 5 to 10 calendar days. The page also includes a search bar, navigation tabs for various services, and a sidebar with related forms and websites.

Be sure to take note of the information you will need for the online request and mail request

Follow the instructions for the transcript type of your choice. Once you receive your transcript, be sure to turn it into the Financial Aid Office.

Be sure to select a Return Transcript for the 2015 Tax Year



[Contact Us](#) | [Exit](#)

Get Transcript by Mail

Type of Transcript [?](#)
Return Transcript ▼
for Tax Year [?](#)
2015 ▼

Continue

TIP: You can also select a 2016 Return Transcript for the upcoming 18-19 school year to save time.

Follow the instructions for the transcript type of your choice. Once you receive your transcript, be sure to turn it into the Financial Aid Office.