

The Authority on Financial Aid

2014-2015 FINANCIAL AID APPLICATION PROCEDURES FOR STUDENTS SELECTED FOR VERIFICATION

Verification: A process in which students and/or parents provide proof that the information reported on the FAFSA is accurate.

Requesting an IRS Tax Return Transcript online is easy!

Note: Personal copies of your federal tax return are not accepted.

Request a copy of a Federal Tax Return Transcript by visiting www.irs.gov

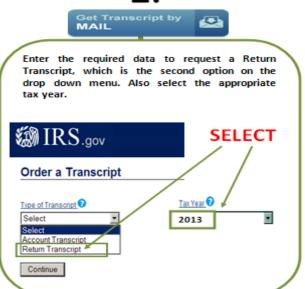
Before you begin, the following information will be required:
Social Security #, Date of Birth, Street Address-*exactly as it appears* on your tax return-and Zip Code

- Look under Tools and select "Get Transcript for my Tax Record"
- You can now obtain your tax RETURN TRANSCRIPT in two ways:
 - 1. Get Transcript Online: Download and Print your transcript immediately (Preferred Method)

or

2. Get Transcript by Mail: Transcript will be mailed to the address on record (this method can take from 5 to 10 business days)



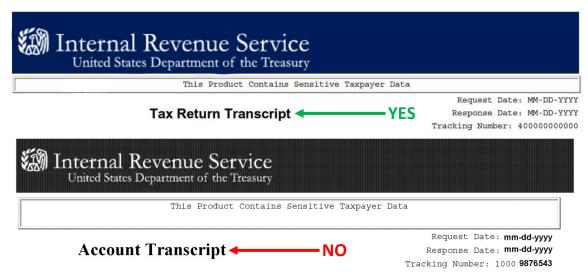


IMPORTANT TIPS

- Remember to save a copy of your tax RETURN TRANSCRIPT for your records before you submit it.
- If requesting by mail, it will be printed on both sides, make sure to copy both sides.
- When submitting tax RETURN TRANSCRIPT(S), be sure to include the student's name and Social Security Number or Customer ID # on the Transcript(s).

Requesting an IRS Tax Return Transcript by mail

In addition to requesting an IRS Tax Return Transcript online, you and your parents may request your IRS Federal Tax Return Transcripts by mail. Download and print the "Request for Transcript of a Tax Return" form 4506-T by visiting: http://www.irs.gov/pub/irs-pdf/f4506t.pdf. Follow the instructions on the form and mail it to the address provided on the instructions. When requesting the IRS Federal Tax Return Transcript, please remember that it is the tax RETURN TRANSCRIPT, NOT the Account Transcript. See below:



Requesting an IRS Tax Return Transcript by phone

In addition to requesting an IRS Tax Return Transcript online, you and your parents may request your IRS Federal Tax Return Transcripts by calling the IRS at 1-800-908-9946 (follow the menu prompts).