



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**)

1.

Get Transcript ONLINE

Complete the required 6 steps (including an email and identity verification). Select Higher Education/Student Aid as the reason you are requesting a transcript and click on the appropriate year in the Return Transcript Section Get Transcript

Please select the reason you are requesting a transcript to help us

SELECT

☒ Higher Education/Student Aid
☐ FEMA/Disaster Related
☐ Mortgage Related
☐ State Licensing
☐ Federal Tax
☐ Small Business Loan
☐ Immigration
☐ Housing Assistance

You selected: **Higher Education/Student Aid**
We suggest you download **Return Transcript**

Below are the transcripts and years available.

Return Transcript	Rec
2013	
2012	
2011	
2010	

2.

Get Transcript by MAIL

Enter the required data to request a Return Transcript, which is the second option on the drop down menu. Also select the appropriate tax year.

IRS.gov

SELECT

Order a Transcript

Type of Transcript ?
Select
Select
Account Transcript
Return Transcript

Tax Year ?
2013

Continue

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:

Internal Revenue Service United States Department of the Treasury	
This Product Contains Sensitive Taxpayer Data	
Tax Return Transcript ← YES	Request Date: MM-DD-YYYY Response Date: MM-DD-YYYY Tracking Number: 400000000000

Internal Revenue Service United States Department of the Treasury	
This Product Contains Sensitive Taxpayer Data	
Account Transcript ← NO	Request Date: mm-dd-yyyy Response Date: mm-dd-yyyy Tracking Number: 1000 9876543

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).