TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS

If you are chosen for the Verification process and you are not eligible or choose not to import your federal tax information directly from the IRS onto your FAFSA you will have to request a Tax Return Transcript directly from the IRS. There are three ways to make the request:

1. Call the IRS at 1-800-908-9946 and follow the automated prompts
   OR
2. Request and have mailed to you at www.irs.gov
   OR
3. Request and print online at www.irs.gov following the instructions below

   The quickest way to obtain your information is to use #3

   • **Step 1:** Go to www.irs.gov

   • **Step 2:** Under the “Tools” click on the option to “Order a Return or Account Transcript”

   • **Step 3:** Click on the “Get Transcript Online” button
A warning box will appear notifying you that you are requesting information from an authorized government site. CLICK “OK” TO CONTINUE.

The first time you request a transcript you must sign up for an account.

After completing the sign up procedure, the following screen will appear. Select “Higher Education/Student Aid” and select 2014 under ‘Return Transcript’

You may have to enable popup windows.

Your tax transcript information or verification of non-filing will pop up in a separate screen for saving and printing. Please print a copy and submit it to the Office of Financial Aid.

If you have questions or problems requesting Tax Return Transcripts please contact IRS Customer Service directly at 1-800-829-1040.