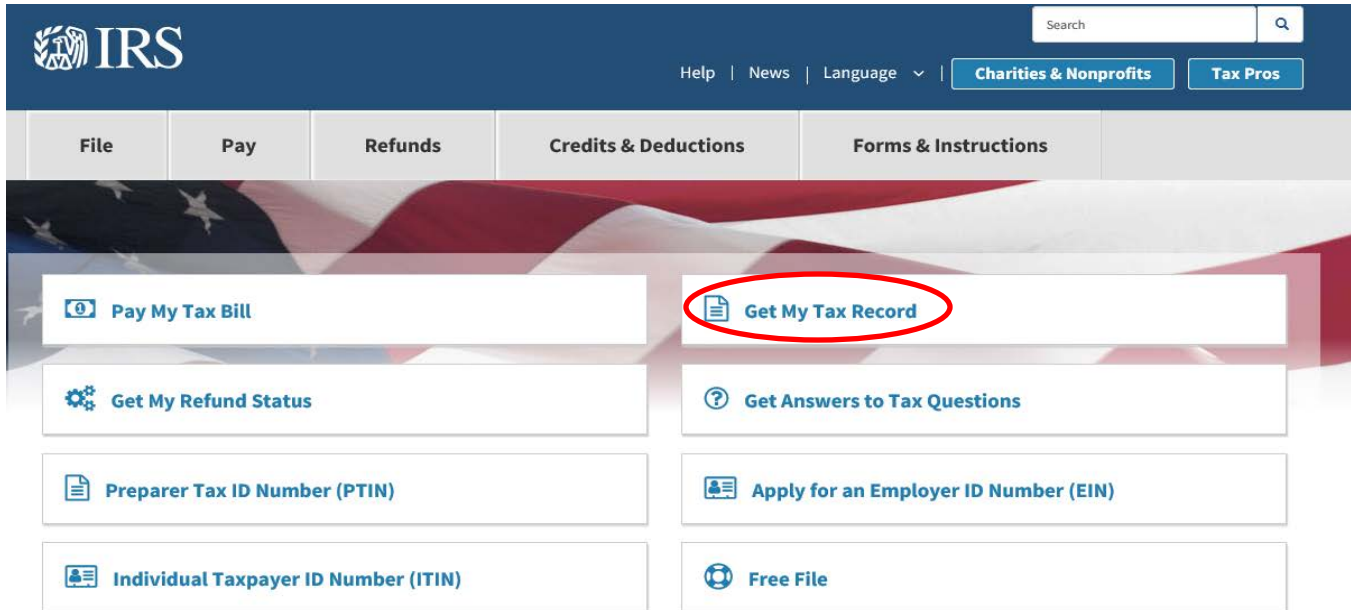


Instructions for Requesting an IRS Tax Return Transcript

If you were selected for verification by the Department of Education you will need to provide the Financial Aid Office with a **Tax Return Transcript** from the an Internal Revenue Service (IRS). Below are the steps for requesting a transcript:

Step 1: Go to www.irs.gov and select “**Get My Tax Record**”.



Step 2: Request a **Tax Return Transcript** (Tax “Account” Transcripts do not fulfill the requirement). There are a few ways you can request your tax return transcript:

1. If you have a credit card account, auto loan, mortgage, home equity loan or other line of credit, we recommend using the much faster “**Get Transcript Online**” option.
2. If you are unable to use the online request than you can select the “**Get Transcript by Mail**” or request over the phone by calling the IRS at **1-800-908-9946**. Transcripts are mailed within 5-10 days to the address the IRS has on file for you. If your address is inaccurate, complete the [Change of Address Form 8822](#) **before** requesting a transcript.
3. If you are not eligible to get a transcript using the options above, you can fill out [Form 4506-T](#) and fax it to the IRS.
4. If you are having difficulty requesting a transcript from the IRS call 1-800-829-1040, then press 1, then 5, and then 4 to **talk with an IRS representative**.

