REQUESTING A TAX RETURN TRANSCRIPT

A Step by Step Tutorial
Step 1: Log on to the Internet and go to www.IRS.gov
Step 2: Click “Get a Tax Transcript by Mail”
**Step 3:** Click “Get Transcript by Mail”
Click ok
**Step 4:** Complete the form and click “Continue”  
**NOTE:** You must complete this form under the Primary Taxpayer’s information if filed “Married Filing Joint”
**Step 5:** Under Type of Transcript, choose “Return Transcript” and “2015” for the tax year.
YOU ARE FINISHED!!!!

Once you receive the transcript, please turn it in to the Financial Aid office of the campus you are attending.

**Note:** If you are requesting more than one transcript (for example, both the student and parent tax transcript) you will have to choose “Request a different transcript” and repeat the steps.

Get Transcript

We have accepted your request for a 2015 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.