



Tax Return
NOT ACCEPTABLE

Tax Return Transcript
ACCEPTABLE

Dear Student,

The Financial Aid Office will only accept IRS Tax Return Transcripts. To obtain an IRS Tax Return Transcript, please follow the steps below.

Step One: Go to www.irs.gov.

Step Two: Click on ‘Get Your Tax Record.’

Step Three: Choose ‘Get Transcript Online’ or ‘Get Transcripts by Mail.’

If you choose to “Get Transcript Online,” you must create an account as a first-time user or “log in” as a returning user.

If you choose to ‘Get Transcript by Mail,’ please enter the information as it appears on the tax return, click ‘Continue’ and follow the prompts.

Please Note: You should be requesting an IRS Tax Return Transcript for the **2017** tax year.

If you have any questions, you may contact the Financial Aid Office.