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](http://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.