Dear Student,

**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 **2018 tax year** the 2020-2021 FAFSA and the **2019 tax year** for the 2021-2022 FAFSA

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