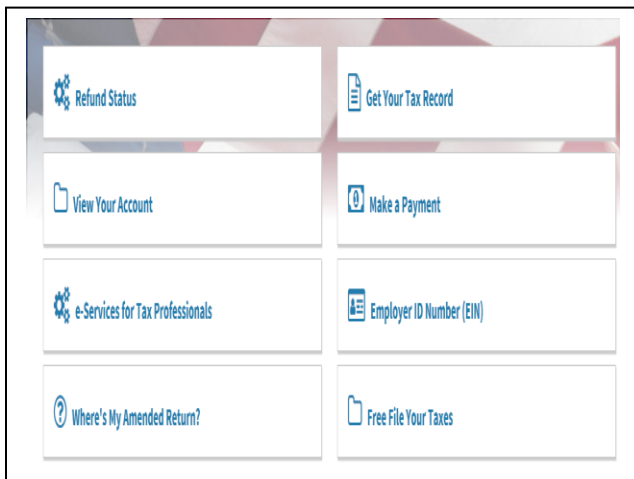


Requesting an IRS Tax Return Transcript for 2018-2019

If your FAFSA has been selected for verification and you and/or your parents do not use the IRS Data Retrieval process, you will need to contact the IRS for a copy of your **2016 Tax Return Transcript**. (Copies of the tax returns you sent to the IRS can no longer be accepted as documentation.)



1. Go to www.irs.gov and choose **“Get Your Tax Record.”**
2. Select **“Get Transcript Online”** to print from home **OR** select **“Get Transcript by Mail”** to have it sent to you.
3. Hit OK and complete the form with your information making sure your street address exactly matches the one on your tax return.

4. Select **RETURN TRANSCRIPT** as the type of transcript.
5. Select **2016** as the tax year.
6. Tax Return Transcript Needed for: **Student/Spouse_____ Parent(s)_____.**
7. Copies of 2016 W2s Needed for: **Student/Spouse_____ Parent(s)_____.**

If you are unable to obtain your tax transcript online, you can use the IRS automated phone tool at (800) 908-9946 or mail IRS Form 4506 or 4506-T to the IRS. (The 4506-4506-T forms are available in the Financial Aid Office or online at www.irs.gov.)

****Remember these transcripts together with other verification documents should be returned to the Financial Aid Office as soon as possible to complete your aid file for the 2018-19 school year.**