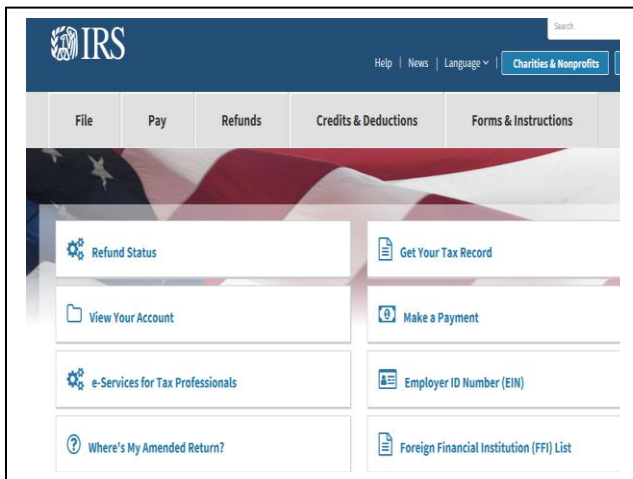


Requesting an IRS Tax Return Transcript for 2019-2020

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 **2017 Tax Return Transcript**. (Signed copies of the tax returns you sent to the IRS can 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.

The screenshot shows the 'Get Transcript' form on the IRS website. The form includes fields for 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)', 'Date of Birth', 'Street Address', and 'ZIP or Postal Code'. A 'Continue' button is at the bottom. A security warning dialog box is overlaid on the form, containing the text: 'THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).'. An 'OK' button is at the bottom of the dialog box, with a red arrow pointing to it.

4. Select **RETURN TRANSCRIPT** as the type of transcript.
5. Select **2017** as the tax year.
6. Tax Return Transcript 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 2019-2020 school year.**