How to order a TAX TRANSCRIPT
Or Get Your Transcript ONLINE
Go to www.IRS.gov

Under **TOOLS** select the link to:

**Get Transcript of Your Tax Records**
To Order Your Transcript by Mail click on “Get Transcript by MAIL”

Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record.

- View and print your transcript immediately.
- Choose among Tax Return, Tax Account, Record of Account, or Wage and Income transcripts or a Verification of Nonfiling Letter.
- Need help? More information about Get Transcript Online.

Transcripts arrive in 5 to 10 calendar days.
- Choose from either a Tax Return or Tax Account.
- Transcript by Mail is available en Español.
Complete the Required Fields to request Transcript by Mail

Enter your:
- SSN
- DOB
- Street Address
- Zip
- Select “Continue”
Select the Type of Transcript and Tax Year
Confirmation Message will appear and you should allow 5 – 10 days to receive to your tax transcript.

Order a Transcript

We have accepted your request for a 2010 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.
New
Get Transcripts Online

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Create your account
Once you have an account, enter your User ID and click on “Sign In.”
Click on the “Higher Education/Student Aid” button and then select “2013” from the Return Transcript box.

Get Transcript

Please select the reason you are requesting a transcript to help us determine the appropriate transcript for your needs.

- Higher Education/Student Aid
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Other

You selected: Higher Education/Student Aid
We suggest you download: Return Transcript

Below are the transcripts and years available.

<table>
<thead>
<tr>
<th>Return Transcript</th>
<th>Record of Account Transcript</th>
</tr>
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<tbody>
<tr>
<td>2013*</td>
<td>2012</td>
</tr>
<tr>
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<td>2012</td>
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<table>
<thead>
<tr>
<th>Account Transcript</th>
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<table>
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<tr>
<th>Wage &amp; Income Transcript</th>
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* The “Verification of Non-Filing” letter provides proof from the IRS that you did not file a return for the year you have selected.
Be sure to unblock pop-ups from your browser. You may either click on “Allow once,” or under “Options for this site,” you may click on “Always Allow.” This appears differently on different browsers.

- Print the transcript that pops up and submit all pages to the Financial Aid Office. Be sure to include your name and Student ID at the top of each page.