Instructions to Order a Tax Transcript
(If you are unable to use the IRS Data Retrieval Tool)

Go to [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). There are two options for you to choose from to order your Tax Transcript displayed: Get Transcript Online or Get Transcript by Mail.

To get Transcript Online:

1) Click “Get Transcript Online,” then select Create an account (unless you already have one, then just sign in).
2) Follow the steps to create your account. You will need access to your e-mail to receive a security confirmation code.
3) Once your account is created, click continue to arrive at the transcript page.
4) Select “higher education/student aid” as the reason you are selecting your transcript.
5) There are four different types of Transcripts listed on the page. Under the first heading for “Return Transcript” select year.
6) You transcripts will open in a new window. Please print a copy and turn it in to the Student Finance Office.

To get Transcript by Mail:

1) Click “Get Transcript by mail,” and enter in your information on the next page (enter your address exactly as it appears on your tax return ie: Dr vs. Drive).
2) After you click continue, under type of transcript select “Return Transcript,” and select year.
3) Click continue. Make sure you get a confirmation page. If your transcript is unavailable, please click the link to complete a 4506-T or contact the IRS.
4) Your transcript will be mailed to you in 5-10 days. Once it is received, turn in a copy to the Student Finance Office.