

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>. 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) Your 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.