

# Tax Return Transcript Instructions

You can now order your tax return online.  
Your transcript can be printed at the time of your order.

Log on to

[WWW.IRS.GOV](http://WWW.IRS.GOV)

Get Transcript  
ONLINE



## What You Need

- To register and use this service, you need:
- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
    - access to your email account,
  - your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
    - a mobile phone with your name on the account.

## What You Get

- View, print or download your transcript
- [Transcript types](#) available online
- Username and password to return later

Get Transcript by  
MAIL



## What You Need

- To use this service, you need your:
- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
    - date of birth, and
  - mailing address from your latest tax return

## What You Get

- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you
  - [Transcript types](#) available by mail

## I did not file a 2015 Tax Return, what do I turn in?

You must fill in an IRS FORM 4506-T and submit to the IRS and wait for a Verification of Nonfiling. This form will be mailed to your address and then you can submit it to the Financial Aid Office.

Questions?

Call 1-800-908-9946 or  
1-800-829-1040



**Transcripts cannot be mailed or faxed directly to the Financial Aid Department.**