

REQUEST TAX RETURN TRANSCRIPT TO BE MAILED

1. Go to www.irs.gov.
2. Under Tools, click on **Get a Tax Transcript**.
3. Click on **Get Transcript by Mail**, and then **Ok**.
4. Type in the required information and then click on **Continue**. *(You must enter the information listed under the primary taxpayer).*
5. Under Type of Transcript, select **Return Transcript**.
6. Under Tax Year, select the correct tax year. *If you are using this transcript for your 2016-2017 FAFSA, you will need to select the 2015 tax year. For the 2015-2016 FAFSA, select the 2014 tax year.*
7. Click on **Continue**.
8. A Tax Return Transcript will be mailed to the address you provided in approximately 5-10 days. Submit to the Financial Aid Office as soon as possible.