Retrieving Your IRS Tax Transcript Online

- Under Tools click “Get Transcript of Your Tax Records”
- Click “Get Transcript Online”
- Create an Account
- Once you complete your account creation a confirmation code will be sent to your email
- Verify your confirmation code
- Complete the personal information form (Must know your filing status for the tax year you are requesting, and address listed on your tax return)
- Respond correctly to identity questions
- Under the section “Return Transcript”
- Select the return for the correct year and print
- Submit a copy with your financial aid packet by email, U.S. mail, fax or in person to the Financial Aid Office