If students are chosen for the verification process, they and/or parents will be asked to submit a copy of their 2015 Tax Return Transcript. Below are some ways the tax return transcript may be obtained.

**ONLINE REQUESTS**


*Create an account
*Select “Higher Education/Student Aid”
*Click on Return Transcript for the requested tax year
*Print the Tax Return Transcript

**MAIL**

*Enter requested information and click Continue
*Select “Return Transcript” for Type of Transcript
*Select year requested for Tax Year and Continue
*If successfully validated, a paper IRS Tax Return Transcript can be expected within 5 to 10 business days

**Telephone Request:** 1-800-908-9946

*Enter primary tax filer’s social security number and numbers in street address
*Select Option 2 and enter tax year requested
*If successfully validated, a paper IRS Tax Return Transcript can be expected within 5 to 10 business days

**Visit a Local IRS Office**