How to order a TAX TRANSCRIPT

There are TWO methods of ordering a tax transcript
1. The IRS website [www.irs.gov](http://www.irs.gov), or
2. By calling the IRS, 1-800-908-9946

**Instructions for ordering a Tax Return Transcript from the IRS website:**

Under the orange bar labeled TOOLS
Click on choice – Get Transcript of Your Tax Records
Here you have TWO OPTIONS

Get Transcript ONLINE or Get Transcript by MAIL

Choose the option you prefer and follow the directions.

Select the correct tax year the Financial Office is requiring

**Instructions for ordering a Tax Return Transcript by phone:**

IRS is open from 7:00 AM to 7:00PM (local time)

There is a language option for English (1) or Spanish (2)

When prompted to enter the primary tax filer’s social security number and follow the prompts
When prompted to enter the address numbers (ex: if your address is 123 1st St., only enter 123)
When prompted to enter the type of transcript to be ordered

Choose #2 for the Tax Return Transcript

When prompted to choose the year, enter the year of taxes the Financial Aid Office is requiring

The Tax Return Transcript will be mailed in 5 to 10 Days

**DO NOT order the transcript to be faxed or mail it directly to the Financial Aid Office.**