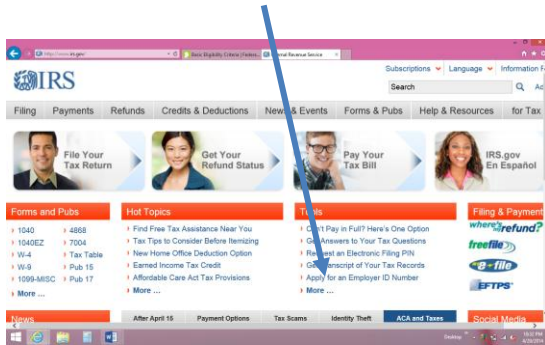


How to Request a Tax Return Transcript

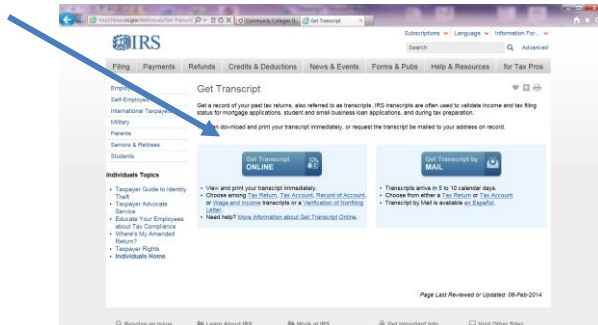
Students and parents of a dependent student, who cannot use the IRS Data Retrieval option when completing the FAFSA, must submit an IRS Tax Return Transcript to the Financial Aid Office to complete Verification. The Financial Aid Office will notify each applicant of all required documents.

The IRS offers *free* Tax Return Transcripts online at: www.irs.gov

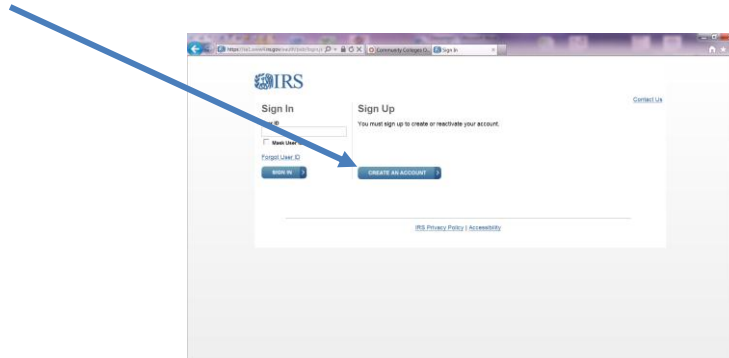
1. Under Tools Click ‘Get Transcript of Your Tax Records’



2. Click Get Transcript Online



3. Create an account and follow the instructions to download your transcript to your computer.



Requests are also available via IRS automated phone line: 800-908-9946. Select “Option 2” and follow prompts.

To fax or mail a request, download IRS Form 4506T-EZ at: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>