

OPTION 1 – Submit a Tax Return Transcript – Preferred

How to request a Tax Return Transcript Online – Get a Tax Transcript at www.irs.gov

What you need to Get Transcript Online:

- Social Security Number • date of birth • mailing address from your latest tax return • tax return filing status • access to your email account • personal account number from a credit card, mortgage, home equity loan, or car loan • a mobile phone with your name on the account

1. Click “Get Transcript Online” and follow prompts to create an account.
2. Select **Tax Return Transcript for 2015**.
3. Download and print transcript. You may need to disable your computer’s pop-up blocker.
4. Submit transcript to the Financial Aid office.

What you need to Get Transcript by Mail:

- Social Security Number or ITIN • date of birth • mailing address from your latest tax return

1. Provide the requested information. The IRS uses your SSN, date of birth, and the address used to file your tax return to verify your identity.
2. Under “Type of Transcript”, select **Return Transcript**. Under “Tax Year”, select **2015**.
3. You can expect to receive your tax return transcript by mail in 5-10 days at the address on your 2015 tax return.
4. Submit transcript to the Financial Aid office.

How to request a Tax Return Transcript by phone – Automated Telephone Request 1-800-908-9946

1. Follow the automated prompts to enter the primary tax filer’s Social Security Number and the numbers of the street address as filed on the 2015 tax return.
2. Select “Option 2” to request a “Return Transcript.” Enter “2015” for the year. *Do not select “Option 1” for an “Account Transcript”; this document is not a complete record of the tax return.*
3. If your request is successful, the message on the telephone will indicate that the IRS has accepted your request.
4. You can expect to receive your tax return transcript in 5-10 days at the address on your 2015 tax return.
5. Submit the transcript to the Financial Aid Office.

OPTION 2 – Submit a SIGNED copy of your 2015 Federal Tax Return

FORM 1040 – FORM 1040A – FORM 1040EZ

Changes enacted by the Department of Education on 4/24/2017 allow us to accept signed copies of 2015 federal tax returns to verify tax information reported on the 2016-17 and 2017-18 FAFSA applications.

Submit a copy of your 2015 Federal Tax Return. *Form 1040/1040A – Pages 1 and 2; Form 1040EZ – Page 1.*
SIGN your tax return in the signature area. *Form 1040/1040A – Sign on Page 2; Form 1040EZ – Sign on Page 1*

Do not submit your state tax return.
Unsigned taxes will not be accepted.

INSTRUCTIONS FOR SPECIAL SITUATIONS

Amended Returns - If you filed an amended tax return, you must submit a 2015 IRS Tax Return Transcript or a signed copy of your 2015 Federal Tax Return, and a signed copy of your Form 1040-X, "Amended U.S. Individual Income Tax Return."

Victims of IRS Identity Theft - A victim of IRS identity theft who is not able to obtain a 2015 IRS Tax Return Transcript must contact the IRS at 1-800-908-4490 to receive a printout of the tax return transcript by mail. Submit this printout along with a signed statement indicating that you were a victim of IRS tax-related Identity theft and that the IRS has been made aware of the tax-related identity theft to the financial aid office.

Non-IRS Income Tax Returns - An individual who filed a 2015 income tax return with Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands may provide a signed copy of the 2015 income tax return. An individual who filed a 2015 income tax return with American Samoa must provide a tax return transcript from the taxing authority. An individual who filed a 2015 income tax return with a foreign tax authority but provide a tax return transcript from the taxing authority unless the taxing authority charges a fee to obtain the transcript. In that case, provide documentation that there is a fee along with a signed copy of the 2015 income tax return.