

If you and/or your parent (required for dependent students) filed a 2016 IRS Tax Return, you are required to either submit a copy of your **2016 Tax Return Transcript**.

To obtain an IRS Tax Return Transcript

Option 1- Request your Tax Return Transcript online. Go to www.irs.gov and click on the “Get a Tax Transcript” under Tools 3. Click on “Get Transcript by MAIL” to have a copy mailed to you within 5 to 10 days. Please use the address on file with the IRS (normally this will be the address used when your 2016 IRS tax return was filed).

Option 2 – Request your Tax Return Transcript by phone by contacting the IRS at 1-800-908-9946.

Make sure that you request/obtain a Tax Return Transcript and not a Tax Account Transcript