If you need to provide an **IRS Tax Return Transcript** to the Office of Financial Aid, you can request a copy free of charge from the IRS. Remember that when you receive your Tax Return Transcript from the IRS, you will need to clearly print your Name and Student ID on the transcript before you submit it to Office of Financial Aid.

**How to request an IRS Tax Return Transcript online:**

- Select **Get Transcript by Mail:**
  - you need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN),
  - date of birth,
  - and address from your latest tax return.

If you are having difficulties using the Get Transcript you will need to contact IRS at 1-800-908-9946.

*Additional information from IRS:*

**How long must I wait before a transcript is available for my current year tax return?**
If you filed your tax return electronically, it takes about 3 weeks before a transcript becomes available. If you mailed your tax return, it takes about 6 weeks. If you didn't pay all the tax you owe, your transcript may not be available until mid-May, or a week after you pay the full amount owed. Refer to [Transcript Availability](http://www.irs.gov/Individuals/Get-Transcript-FAQs) for more information.

Review the IRS frequently asked questions link before contacting IRS: [www.irs.gov/Individuals/Get-Transcript-FAQs](http://www.irs.gov/Individuals/Get-Transcript-FAQs)

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Please remember to clearly print your name and student ID on the Tax Transcript when you submit it to us.