



FINANCIAL AID OFFICE VERIFICATION INFORMATION SHEET

To order a **Tax Return Transcript**:

Go to www.irs.gov/Individuals/Get-Transcript

You must create an account to login and print your transcript.

This screen will allow you to print and view immediately:

1. Tax return transcript
2. Verification of Non-filing Letter
3. Wage and Income transcripts

Do not order or send us an account transcript. **We must have the tax return transcript.**

OR

Go back to www.fafsa.ed.gov and use the **IRS data retrieval tool**. This tool will bring your income information over to your FAFSA and you will not be required to submit a tax return transcript, if the information is not changed. **If it will not allow you to use the IRS data retrieval tool, a tax return transcript is necessary.**

OR

Call **1-800-908-9946** to order over the phone and have them to send it to you.

Thank you.