

Please note:

- If you do not have the signed 2019, 1040 Tax Documentation, you may request the IRS Tax Return Transcript, which can be used instead of the 1040.
- If you do not have your 2019, W2's, you may request the IRS Wage and Income Transcript, which can be used instead of the W2's.
- **Please include the student's ID# on all tax documentation.**

2019 Tax Return Transcript Instructions:

2019 IRS Tax Return Transcript Online

- Go to www.irs.gov
 - Get your tax record
 - Click the medium blue link "Get Transcript ONLINE"
 - On next page, Create Account or Log in if a returning user.
 - Follow through the next steps...
 - You will need to print the **2019** Tax Return Transcript
 - Please include the student's ID# on all tax documentation

2019 IRS Tax Return Transcript Online By Mail

- Go to www.irs.gov
 - Get your tax record
 - Click the medium blue link on the right "Get Transcript by Mail"
(Read the notice and click ok, if in agreement.)
 - On next page, please submit your information exactly the same as you used when filing your taxes. Click the continue box.
 - Use the dropdown arrow to select "Return Transcript".
 - Use the dropdown arrow to select "**2019**".
 - Please include the student's ID# on all tax documentation

2019 Automated Telephone Request

- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request. Please include the student's ID# on all tax documentation

4506T Request Tax Return Transcript instead of form 1040

- You may also request a Tax Return Transcript from the IRS, if you cannot obtain a copy of the 1040 form. This is done by completing a 4506T and submitting the form to the IRS. The IRS will send you the transcript in the mail. Then you may submit the transcript to Financial Aid.

Instructions for 2019 W2's/Wage and Income Transcript:

2019 W2's

- Please submit a copy of the W2's that you used to file your 2019 taxes (The total amount of the W2's should equal the amount listed as "wages, salaries, tips, etc..." on the Tax Return Documentation. If you filed jointly we will need the W2's for both persons.)

2019 IRS Wage and Income Transcript instead of W2's – Request Online

- Go to www.irs.gov
 - Get your tax record
 - Click the medium blue link "Get Transcript ONLINE"
 - On next page, Create Account or Log in if a returning user.
 - Follow through the next steps...
 - You will need to print the **2019** Wage and Income Transcript
 - Please include the student's ID# on all tax documentation

4506T Request Wage and Income Transcript instead of W2's

- You may also request a Wage and Income Transcript to the IRS, if you cannot obtain a copy of the W2's. This is done by completing a 4506T and submitting the form to the IRS. The IRS will send you the transcript in the mail. Then you may submit the transcript to Financial Aid. (If you are filed jointly we will need the W2's for both persons. Each individual must submit a separate 4506t.)