HOW TO REQUEST A 2014 TAX TRANSCRIPT

To request a copy of your 2014 Tax Return Transcript, follow the directions below.

ONLINE - www.irs.gov/Individuals/Get-Transcript
- Under the tools heading on the IRS homepage, click “Get Transcript of Your Tax Records”
- Select either the “Get Transcript ONLINE” button or the “Get Transcript by MAIL button.
- Acknowledge the disclosure pop up box that appears by clicking “OK”
(Both options provide the same results, however the ONLINE option is immediate.)

GET TRANSCRIPT ONLINE instructions:
- Click the “create an account” button and complete the requested steps. If you already have an account, sign in with your credentials.
- On the “Request Transcript” page, select the “Higher Education/Student Aid” option and click on the Return Transcript for the tax year requested.
- Print the Tax Return Transcript, sign it, and submit it to the Financial Aid Office.

GET TRANSCRIPT BY MAIL instructions:
- Enter the requested information and click “Continue”.
- Select “Return Transcript” for the Type of Transcript, select 2014 for the tax year, and click “continue”.
- If successfully validated, tax filers will receive a paper IRS Tax Return Transcript within 10 business days.
- Once you have received your Tax Transcript, sign it, and submit it to the Financial Aid Office

TELEPHONE REQUEST
- Call the IRS at 1-800-908-9946
- Follow prompts to enter the primary tax filer’s social security number and street address.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2014” for the tax year.
- If successfully validated, tax filers will receive a paper IRS Tax Return Transcript within 5 to 10 business days.