



Dear Student,

Step One: Go to www.irs.gov.

Step Two: Click on 'Get Your Tax Record.'

Step Three: Choose 'Get Transcript Online' or 'Get Transcripts by Mail.'

If you choose to "Get Transcript Online," you must create an account as a first-time user or "log in" as a returning user.

If you choose to 'Get Transcript by Mail,' please enter the information as it appears on the tax return, click 'Continue' and follow the prompts.

Please Note: You should be requesting an IRS Tax Return Transcript for the **2020 tax year the 2022-2023 FAFSA** and the **2021 tax year for the 2023-2024 FAFSA**

If you have any questions, you may contact the Financial Aid Office.