



If you have been selected for verification and have amended your **2015** federal tax return, there are additional documents that must be submitted. In order for our office to complete the financial aid verification process please submit the following:

- An IRS Tax Return Transcript (that will only include information from the original tax return and that does not have to be signed),

**AND**

- A **signed** copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return” that was filed with the IRS.

**How to Request an IRS Tax Return Transcript**

You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#).

To use the [Get Transcript by MAIL](#) service, you need the following: **1)** your Social Security number (SSN) or Individual Tax Identification Number (ITIN), **2)** date of birth, and **3)** mailing address from your latest tax return.

1. Go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript by Mail” icon or simply click on the icon to the right to go directly to the web page and begin the process. Please Note: **Be sure**



**to request the “IRS TAX RETURN TRANSCRIPT” and *NOT* the “IRS Tax Account Transcript”**

- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you.
- The IRS **never** sends email requesting that you obtain or access your transcripts. If you receive such an email, please forward it to the IRS fraud group at [phishing@irs.gov](mailto:phishing@irs.gov).

To use the [Get Transcript ONLINE](#) service you need the following: **1)** your SSN, date of birth, filing status and mailing address from your latest tax return, **2)** access to your email account, **3)** your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and **4)** a mobile phone with your name on the account.

1. Go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the “Get Transcript ONLINE” icon or simply click on the icon to the right to go directly to the web page and begin the process. Please Note: **Be sure to request the “IRS TAX**



**RETURN TRANSCRIPT” and *NOT* the “IRS Tax Account Transcript”**

- If successful in account setup you will be able to download/print your Tax Return Transcript.

Please allow 2-3 weeks after return submission if you filed electronically and, allow 6-8 weeks after you mailed your return if you filed on paper.