REQUESTING A TAX RETURN TRANSCRIPT

A Step by Step Tutorial
**Step 1:** Log on to the Internet and go to www.IRS.gov

**Step 2:** Click “Order a Return or Account Transcript”
Step 3: Click “Order a Transcript”
**Step 4:** Complete the form and click “Continue”
NOTE: You must complete this form under the Primary Taxpayer’s information if filed “Married Filing Joint”
**Step 5:** Under Type of Transcript, choose “Return Transcript” and “2012” for the tax year
YOU ARE FINISHED!!!!

Once you receive the transcript, please turn it in to the Financial Aid office of the campus you are attending.

**Note:** If you are requesting more than one transcript (for example, both the student and parent tax transcript) you will have to choose “Request a different transcript” and repeat the steps.