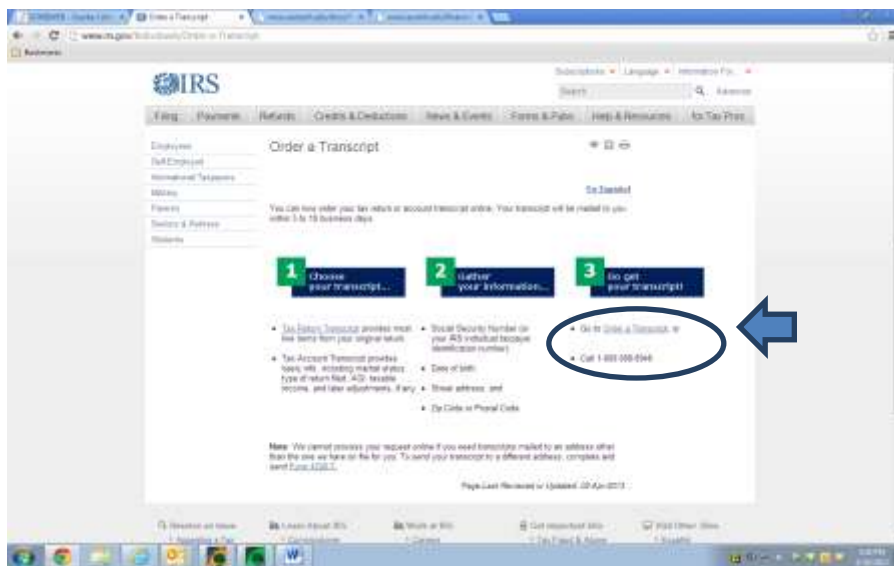


Requesting a “Tax Return Transcript”

Step 1: Go to <http://www.irs.gov/> and click on “Order a Return or Account Transcript”



Step 2: Follow instruction to request a “Tax Return Transcript”



Note: Make sure that you request a Tax Return Transcript; we will not accept a Tax Account Transcript. If you have moved since you filed your 2012 Federal Income Tax you will have to submit Form 4506-T to the IRS for a Tax Return Transcript.

Step 3: Click on step “Go to Order a Transcript”



Enter the Head of Household Social Security Number, Date of Birth, Street Address and Zip Code and click Continue



Select Return Transcript and 2012 then click Continue



Select Exit

You will receive your transcript within 5 to 10 days. Please bring a copy by the Financial Aid office along with your W2s.