

VERIFYING TAX AND INCOME INFORMATION

Tax Transcript Method- Mail

1. Visit <https://www.irs.gov/individuals/get-transcript>
2. Click "Get Transcript by Mail."
3. After clicking OK to the pop-up information, For the 1st person listed on the income tax return enter in
 - Social Security Number
 - Date of Birth
 - Address on File with the IRs
4. Next choose "Return Transcript" and choose "2017"
5. It will now inform you whether the 2017 transcript was found. If it is not found, please print the screen noting this then a Verification of Non-Filing Letter will be sent to your address on file with the IRS.
6. If the tax transcript is found it will be sent to your address on file with the IRS.
7. *If you filed "**Married Filing Separately**", you **EACH MUST** request a tax transcript*
8. You may hand deliver, fax or mail the transcript to Student Financial Services once you receive it.