

Instructions to Request a Tax Return Transcript

1. Go to www.irs.gov
2. click on “Get your Tax Record”
3. Select either “Get Transcript Online” or “Get Transcript by Mail”
 - a. IF AVAILABLE, ONLINE IS PREFERRED FOR A QUICK TURNAROUND
 - b. What you Need to register and use the online service:
 - i. your SSN, date of birth, filing status and mailing address from your latest tax return (*name and address information must be exactly as it appears on your tax return*),
 - ii. access to your email account,
 - iii. your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
 - iv. a mobile phone with your name on the account.
4. Once an online account is created you will select the reason for requesting a transcript as “Higher Education/Financial Aid”, select a “**RETURN TRANSCRIPT**” and the tax year field select **2017**
5. Save the PDF and submit a copy to Stonehill College (*keep a copy for your records*). **It is imperative that the student name and Stonehill ID be clearly printed on the top of the transcript.**

If you select “Get Transcript by Mail”, follow these steps:

1. Enter the tax filer’s Social Security number, date of birth, street address and zip code *Enter address information exactly as it appears on your tax return and click continue*
2. In the type of transcript field select “**RETURN TRANSCRIPT**” and in the tax year field select **2017**
3. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days of the request
4. Upon receipt of the IRS Tax Return Transcript, **clearly print the student name and Stonehill ID number on the top** and submit a complete copy to Stonehill College (*keep a copy for your records*).

If you are unable to get the Tax Return Transcript online or by mail, you may also try the IRS automated phone transcript service at (800) 908-9946. Please be sure to specify “Tax Return Transcript”.

Preferred method of submission is in PDF format to finaid@stonehill.edu. Photographed documents sent via email will not be accepted. Mailing to the following address is also acceptable:

Stonehill College
Student Financial Assistance
320 Washington Street
Easton, MA 02357.