Tax Return Transcript Guide

1. To obtain a Tax Return Transcript by mail, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). This link is case-sensitive; please type it exactly as it is printed.

2. CLICK on “Get Transcript by MAIL” icon.

3. An alert will appear. Click “OK” to continue.

4. Verify your identity by entering the information:
   - Social Security number
   - Date of birth
   - Street address. Must be entered exactly the same way it was entered on your tax return.
   - ZIP Code

5. Get a transcript! BE SURE TO SELECT THE 2015 TAX RETURN TRANSCRIPT.

6. Once you have printed or saved the needed documents, please sign out and close your browser.

**Your W2s are required to verify your earned income.

To learn more about verification, please visit [http://www.coastal.edu/financialaid/verify/index.html](http://www.coastal.edu/financialaid/verify/index.html).

Other options for obtaining an IRS Tax Return Transcript are available. Please visit [http://www.coastal.edu/financialaid/verify/tax.html](http://www.coastal.edu/financialaid/verify/tax.html) for further instructions.