

You may request your free IRS Tax Return Transcript online, by phone, or by mail. Please be sure to request a **“Tax Return Transcript”**. The “Tax Account Transcript” does not provide the information necessary to process your verification.

Ordering online provides the quickest service – the process can take one minute or less. With any of these methods, the Tax Return Transcript will be mailed to you within 5-10 days of making the request. Upon receipt, please submit to the Financial Aid Office using one of the methods below. Be sure to **include the student’s name and ID number** with the transcript.

Email

financial.aid@moody.edu

Mail

Financial Aid
820 N LaSalle Blvd
Chicago, IL 60610

Fax

(312) 329-4274

To order online:

- Go to <http://www.irs.gov/Individuals/Order-a-Transcript>
- Click Order a Transcript under Step 3
- Follow the instructions to submit your order.

To order by phone:

- Call the IRS at 1-800-829-1040, and then select the following prompts:
- Option 2 (Personal Income Taxes)
- Option 1 (Tax History)
- Option 2 (Tax Return Transcript)
- Enter and verify Social Security number (if joint return both SSN’s required)
- Enter and verify number of street address
- Press 2 for Tax Return Transcript and indicate which year (i.e. 2011)

To order by mail:

- Complete Form 4506-T (Request for Transcript of Tax Return)
- Form 4506-T is available online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Mail to the address indicated on the form