Requesting a Tax Return Transcript

**Step 1:** Go to [www.irs.gov](http://www.irs.gov)

**Step 2:** Click on ‘Order a Return’ or ‘Account Transcript’

**Step 3:** To order your transcript click on ‘Order a Transcript’

**Step 4:** Enter in your personal information. Enter your address EXACTLY as it is on your federal tax 2012 return.

**Step 5:** The following page will ask you to request the type of transcript and the tax year. Request a ‘Return Transcript’. Do not obtain an ‘Account Transcript’. It does not have the data needed to complete verification.

**Step 6:** Congratulations you’re done! It will take approximately 10 days for you to receive your tax return transcript.

**You can submit your transcript by email, fax, mail, or drop the documents off at our office.**

- Fax: 970-943-3086
- Email: finaid@western.edu
- Mail: 600 North Adams St.
  Gunnison, CO 81231