Federal Regulations state that we have to have the tax return in the form of the IRS Tax Return Transcript, not the typical 1040 form.***

**IRS Tax Return Transcript Request Process**

**Online Request**

- Under the TOOLS section, click “Get Transcript of Your Tax Records”
- Click Blue Rectangle “Get Transcript Online” (This is the fastest and easiest way to request it)
- If you have never logged in you will have to Create an Account, if you have previously requested a tax transcript using this site Log In using your information.
- If you are a New User you will be sent an email confirmation code. After you have completed the confirmation process, you will be instructed to enter your personal demographic information.
- You will then have to answer a few personal questions about yourself to confirm your identity.
- Once you set up your information it will allow you to continue to request your transcript.

***Please note that If a parent and student file or a married couple filed separately you will EACH have to complete this step individually.***

- Reason: Higher Education/Student Aid
- The FIRST Option should say “RETURN TRANSCRIPT”-Click the 2014 year
- If nothing pops up make sure you have your pop-up blocker turned off
- Your tax return transcript should pop up immediately. Save a copy to your computer. You may then either Print a Copy and mail or fax it with the other forms requested, or you may Email the transcript as an attachment to financialaid@mc.edu. (You may also scan and email any other requested documents)

***Please send a copy of your IRS transcript back to:
MC Financial Aid Box 4035 Clinton, MS 39058 or Fax to 601-925-3950
You may also email it to financialaid@mc.edu. If you email it, you must save it as a pdf file to your computer then attach it to the email.