

Obtain Your Tax Return Transcript

Once you receive your Tax Transcript, please email, mail, or fax your tax return transcript to our office.



**Trine University
Financial Aid
1 University Avenue, Angola IN 46703**

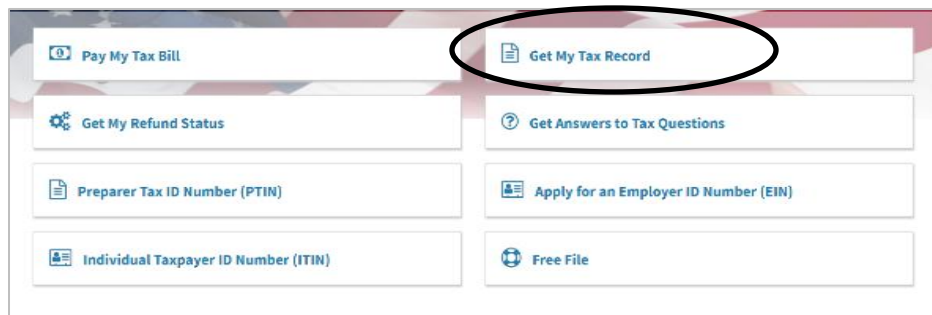
**Email: finaid@trine.edu
Fax: 260-665-4511
Phone: 800-347-4878**

Go to

• [irs.gov](https://www.irs.gov)

Step 1 of 4

On the homepage, select the "Get My Tax Record"



Step 2 of 4

Choose "Get Transcript by Mail".

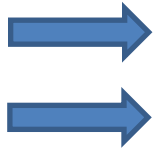


Step 3 of 4

On this screen, all fields are required.

This will include the following:

- Taxpayer SSN
- DOB
- Street Address
- Zip/Postal Code.



If your address does not match their records exactly it will not let you proceed.

Common hang-ups are the abbreviation of directions. For example “North” may need to be “N” and “Street” may need to be “St”.

After multiple failed attempts, you may need to start over.

Step 4 of 4

From this screen you will need to select which type of transcript you want from a drop-down menu. In most cases, you will choose “**Return Transcript**”. Then you will select the year: “**2016**”. Once you click “continue” the screen will display a statement regarding how long it will take for the transcript to be mailed to the address listed on the Tax Return.

