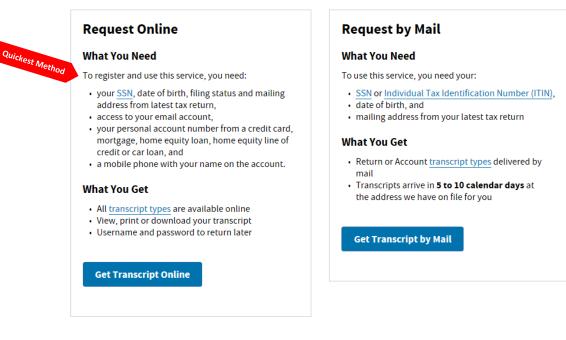


## **Ordering a Tax Transcript**

## Go to https://www.irs.gov/individuals/get-transcript

• Under Tools, select Get a Tax Transcript. The following window will appear:



- Choose **Tax Return Transcript** or **Verification of Non-Filing**, whichever Financial Aid requested. Do not choose *Tax Account Transcript*.
  - Call (800) 829-9946. Please listen to the options as they may have changed.
  - The IRS will verify your information; have your filing status and the address on your tax return.
  - $\circ$  To order by fax complete the 4506T and fax to (855) 821-0094.
  - Transcripts are mailed directly to the student who would submit to FCTC's Financial Aid office.

Questions? Contact Financial Aid at (904) 547-3512 Fax (904) 429-9646

updated 12/18/19

