Request Wage & Income Transcript

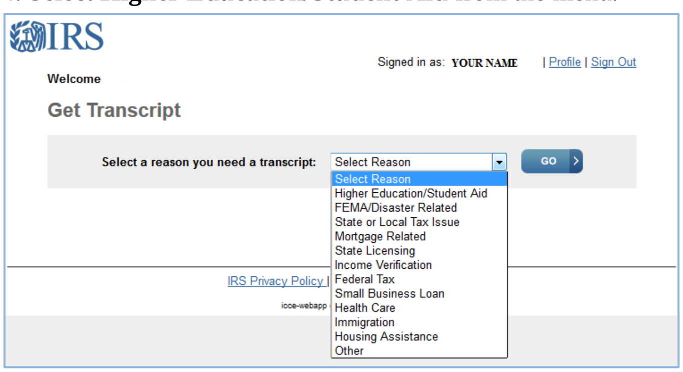
1. Visit irs.gov/individuals/get-transcript.

2. Click **Get Transcript ONLINE**

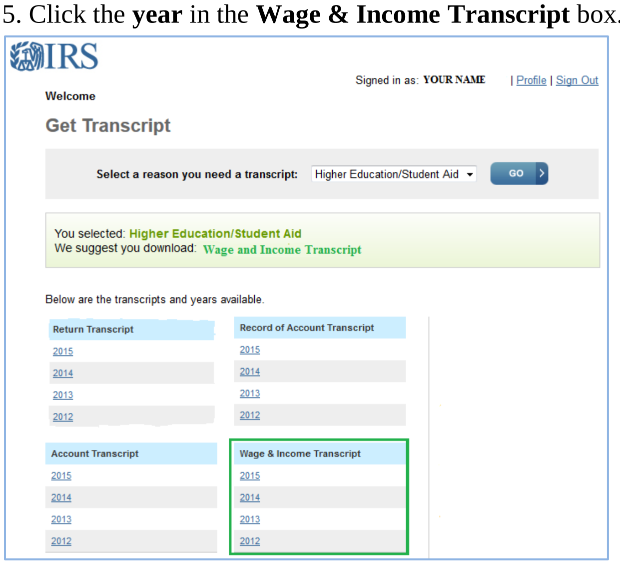
3. Register in order to use the free IRS online service. You will need:

- Demographic information
  - Full name
  - Birthdate
  - Social Security Number
  - Address
  - Mobile phone number
- Tax filing status
- Partial financial account information:
  - Credit card, OR
  - Mortgage/home equity loan, OR
  - Home equity line of credit, OR
  - Auto loan

4. Select **Higher Education/Student Aid** from the menu.

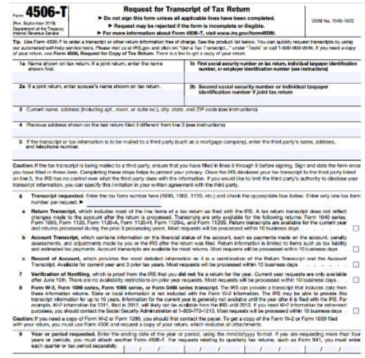


5. Click the **year** in the **Wage & Income Transcript** box.

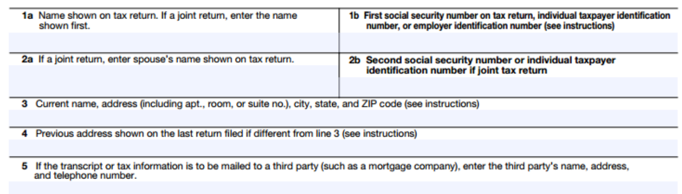


OR

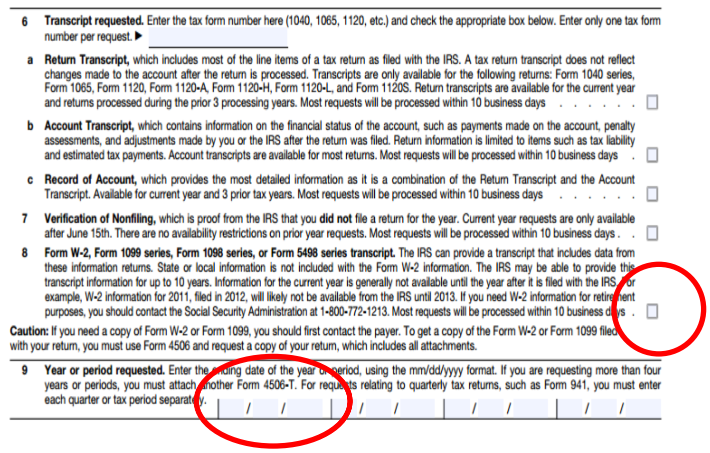
1. Download and print Form 4506-T



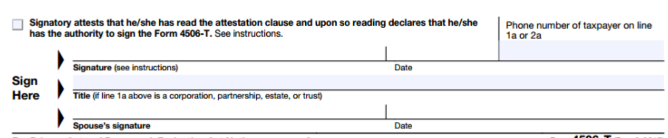
3. Complete fields 1a-5 to enter your personal information.



4. Check the box next to field 8, then write the year in field 9.



5. Sign, date, and provide your phone number at the bottom of the form. Fax or mail to the IRS.



6. Once the Wage & Income Transcript is received, submit with student name and Grizzly ID number to Student Financial Services.