How to get your Tax Return Transcript

- 1. Log onto the IRS website: www.irs.gov.
- 2. On main page, click on Get Your Tax Record.

	MIRS				Search Q Help News Language ~ Charities & Nonprofits Tax Pros				
	File	Рау	Refunds	Credits &	Deductions	Forms & Instructions			
**	A KOX								
×.	✿ Refund Status				E Get Your Tax Record				
	C View Your Account				(1) Make a Pa	ayment			
	🔅 e-Services for Tax Professionals				Employer ID Number (EIN)				
	Where's My Amended Return?				Visit the T	rucking Tax Center			

3. On the **Welcome to Transcript** screen, choose one of the two options for retrieving your tax return transcript. Some local IRS Offices can also provide a tax return transcript in person. You will need to contact them and make an appointment. You can locate your local IRS office on the IRS website.

繳IRS			Search Q Help News Language ~ Charities & Honprofits Tax Pros					
File	Pay	Refunds	Credits &	& Deductions	Forms &	kInstructions		
Home > File > Ind Welcome	ividuals > Your Inf to Get Tr	iormation > Tax Record (anscript	<u>4 [Transcript]</u> > Get Transcript English <u>Español</u> 中文(繁體) [한국				l <u>Русский Tiống Việt</u>	
Individuals How to File When to File Where to File		You can get various For your prior year Adjuste <i>transcript</i> type when n you owe or verify paym <u>tax account</u> . The methodu you used t balance due, affects yo photocopy of your retu	rm 1040-series <u>tran</u> ed Gross Income (<i>i</i> naking your reques ients you made wit to file your tax retur ur <u>current year tran</u> rm, you must use <u>F</u> i	script types online or by (GI) to e-file, choose the t. If you only need to fini- hin the last 18 months, y m, e-file or paper, and w ascript availability. Note arm 4506.	mail. If you need tax return d out how much you can <u>view your</u> hether you had a : if you need a	Related Forms <u>About Form 4506</u> <u>About Form 4506</u> <u>Transcript of Tax</u> <u>Form 4506T-EZ, S</u> <u>for Individual Tax</u> 	T, Request for Return hort Form Request Return Transcript	
Your Informatio Tax Record Third Party	n (Transcript) Authorization	Get Transcript O	nline	Get Transcript by	Mail	Eormulario 45061 Formulario Abrev Solicitud de un Tr Declaracion de Im Personales	-EZ (SP), iado para la asunto de la apuestos	

Questions? Contact One Stop Services at:



- a. **Get Transcript Online** will require specific information (social security number, date of birth, access to email account, mobile phone with your name on account and personal account number from a credit card, student loan, mortgage/ home equity loan, home equity line of credit, or auto loan). If you don't have all this information, you will not be able to get your transcript online and will need to choose another option.
- b. Get Transcript by Mail will require you to have your social security number or Individual Tax Identification number, date of birth and mailing address from your latest tax return.

You will also be able to contact the IRS via telephone to order a copy of your 2019 federal tax return transcript to be mailed to your home. Whether requesting the transcript by phone or over the internet, you will need to scan *all pages of your transcript* into a pdf file to submit electronically.

- 4. If you choose to get the transcript online, you will need to create an account. You will be sent a confirmation email with an access code once you complete the initial registration form. You will need this access code to complete your registration. Please note that creating your account will require a personal account number from either a credit card, mortgage, car loan or student loan to confirm your identity. You will also need a phone number where you are the account holder. If both parent and student filed taxes in 2019, each of you will need to create accounts to download your individual tax return transcripts.
- 5. Once you complete registration, you will land on a page that asks the reason you need a transcript. From the drop down menu, select Higher Education/Student Aid and click GO. Selecting the higher education option will narrow down the types of transcripts that are used for your specific reason for accessing your transcript.



6. Once you have selected the reason for your transcript request, you will land on the screen shown below. On the right side of the screen, you will see descriptions for each type of transcript you can download. **Return Transcripts** show each line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. In the middle of the page will have 4 transcript options to choose from to download. Under the **Return Transcript**, select 2019. This will open your tax return transcript on the screen.

Get Transcript Select a reason you need a transcript: Higher Education/Student Aid You selected: Higher Education/Student Aid We suggest you download: Return Transcript Below are the transcript Ars available. Record of Account Transcript Glossary	IKS			
Select a reason you need a transcript: Higher Education/Student Aid C C C C C C C C C C C C C C C C C C C	Get Transcript			
You selected: Higher Education/Student Aid We suggest you download: Return Transcript Below are the transcript Ars available. Return Transcript Record of Account Transcript Glossary	Select a reason you n	eed a transcript: Higher Education/St	udent Aid 😋 GO 👌	
We suggest you download: Return Transcript Below are the transcript Return Transcript Glossary	You selected: Higher Education	on/Student Aid		
Below are the transcript Ars available. Return Transcript Record of Account Transcript Glossary	We suggest you download: Ret	turn Transcript		
Return Transcript Record of Account Transcript Glossary	Below are the transcripts ars	available.		
	Return Transcript	Record of Account Transcript	Glossary	
2019 2019 Return Transcript	2019	2019	Return Transcript	
2018 2018 internet to the set of	<u>2018</u>	<u>2018</u>	items from your tax return (Form 1040, 10400 or 1040EZ) on it was originally	

Questions? Contact One Stop Services at:



7. After you open your 2019 Tax Return Transcript, you will see that your return transcript may be 3 to 5+ pages, depending on your individual tax return. All pages of your return transcript must be submitted.



Transcript on Safari browser



Transcript on Chrome browser

- 8. Download your tax return transcript as a PDF file onto your computer. You will not need to rename your file. Just remember to save it to the desktop.
- 9. Log onto your Rider BeABronc Applicant Dashboard.

	R гу авои	T ACADEMICS	ADMISSIONS	STUDENT LIFE	ATHLETICS	SUPPORT RIDER
Login	nter your email address and r	assword				
Email Address Password] Forgot Your P	assword?			
Login						

Questions? Contact One Stop Services at:



10. On your **Application Status** page, you will see an area where to **Upload Materials**. From the drop down menu, select 2019 **Federal Income Tax Transcript** and upload the pdf of your tax return transcript that was saved on your desktop.

Application Chee	cklist						
View the status of your application materials below. Items listed with a hyperlink require a form with additional information. Click the link to access the form.							
Status	Details	Date					
🗙 Awaiting	Letter of Recommendation						
🗙 Awaiting	SAT or ACT Scores						
🗙 Awaiting	HS Transcript (school) for Sparta High School						
Upload Materials To submit docum and upload a Wo that you submit o Choose File	s nents that we have requested, please select the d ord document, PDF, or scanned image file. If we h documents to us, you may disregard this. No file chosen Upload	ocument type below ave not requested					

- 11. You will use this same area to upload any additional financial verification documents for EOP admissions that are listed on the drop-down menu. If you do not see the required document, you will need to email a pdf copy of this document to **eopadmissions@rider.edu** and include the full name and date of birth of the applicant.
- 12. For those under legal guardianship, living in foster care or are an orphan or ward of the court, you will need to submit a **letter from** your case worker or court documentation verifying this status. You do not need to submit a tax transcript from your foster parent(s) or guardians.
- 13. If your family's income solely comes from sources other than wages from work, such as social security, welfare/public assistance, unemployment, alimony, disability, etc., you will need to submit **Award Letters**, outlining the monthly amount of the benefits received for all sources of non-taxable income.



