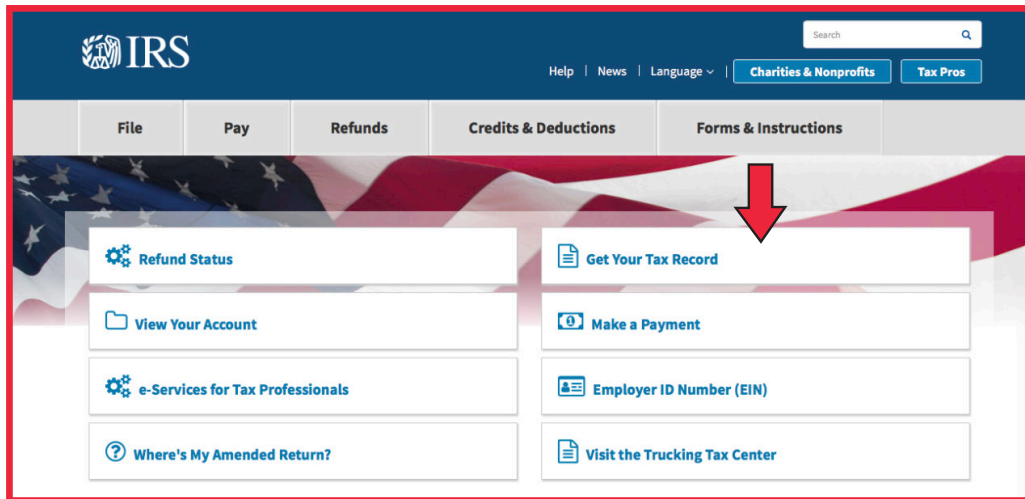
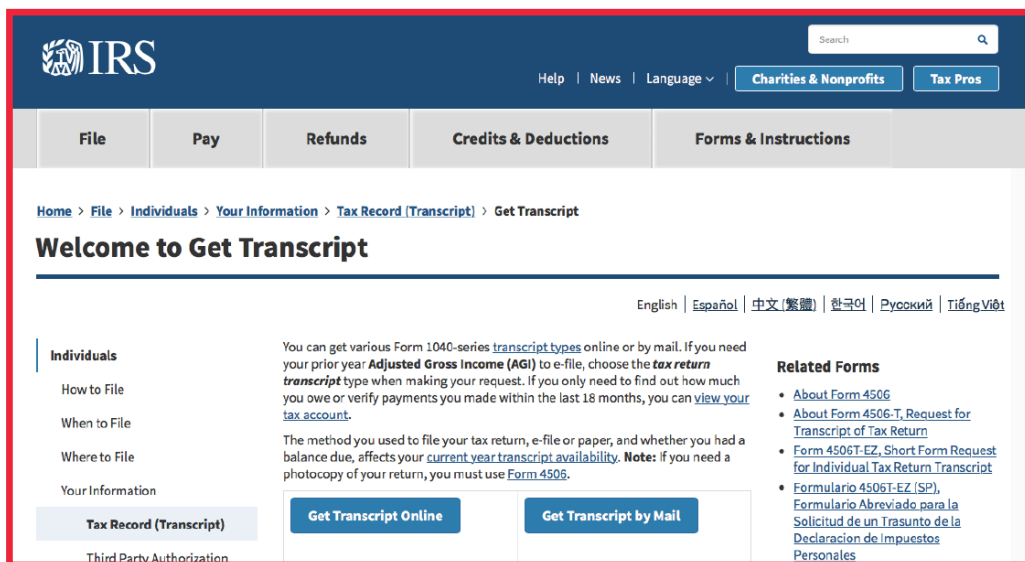


How to get your Tax Return Transcript

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



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.



Questions? Contact One Stop Services at:

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- 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.

The screenshot shows the IRS 'Get Transcript' page. The 'Select a reason you need a transcript:' dropdown menu is open, displaying a list of reasons. 'Higher Education/Student Aid' is selected and highlighted with a red arrow. Another red arrow points to the 'GO' button next to the dropdown menu.

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.

The screenshot shows the IRS 'Get Transcript' page after selecting 'Higher Education/Student Aid'. A message states: 'You selected: Higher Education/Student Aid. We suggest you download: Return Transcript'. Below this, there are four transcript options: 'Return Transcript', 'Record of Account Transcript', and two others. A red arrow points to the 'Return Transcript' option, and another red arrow points to the '2019' link under it.

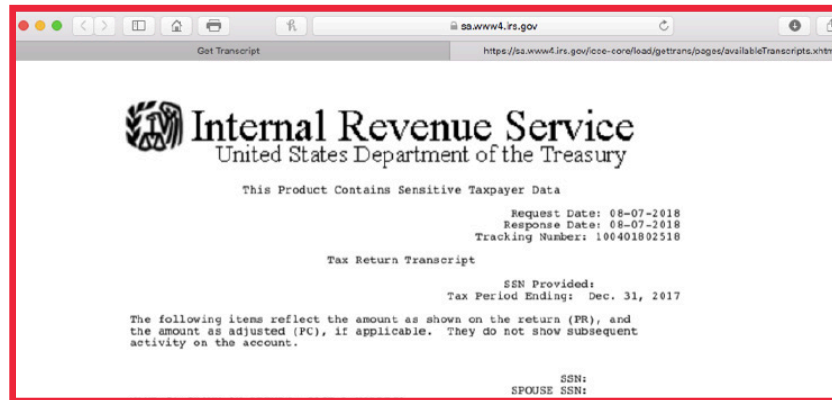
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7. After you open your 2019 Tax Return Transcript, you will see that your return transcript may be 3 to 5+ pages, depending on your individual tax return. All pages of your return transcript must be submitted.



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**.

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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 Checklist

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 documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

Choose File

No file chosen

Upload

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.

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