The federal government selects approximately 30% of our student population for verification, which requires families to submit additional information to our office.

**Verification Requirements:**
- **Verification Worksheet - Dependent Student** or **Verification Worksheet - Independent Student**
- Parent(s): IRS Tax Return Transcript or Data Retrieval
- Student: IRS Tax Return Transcript or Data Retrieval

**Deadlines:**
These verification requirements are due by **July 1, 2017**. Although we will be able to issue a tentative financial aid award without these requirements, the student’s award will not be official until we receive this documentation. **Without these documents, we will not be able to post financial aid to the student’s account in time for the first bill of the fall semester.** If these requirements are not submitted, your financial aid will be placed in an inactive status and may be cancelled. For more details, please visit our website at [www.oxy.edu/financial-aid/verification-requirements](http://www.oxy.edu/financial-aid/verification-requirements).

**ONLINE REQUEST**
If you use the online request, you will immediately receive your **IRS Tax Return Transcript**.

2. Click the orange “Tools” tab
3. Click “Get Transcript”
4. Click “Get Transcript Online”
5. Log-in or Create a Login
6. If creating a login— Click the “Get Started” icon
7. Follow steps 1-6 to set-up your account and request your transcript
8. Step 1- enter personal information (first name, last name, e-mail address)
9. Step 2- retrieve Confirmation Code that was sent to your e-mail address— enter confirmation code and click “Verify e-mail confirmation code”
10. Step 3- enter personal information (social security number, day of birth, filing status, address)— select the option to “Create a User ID and password” or “Proceed as Guest”— click “Continue”
11. Step 4 – answer security questions— click “Continue”
12. Step 5- Select reason for requesting a transcript— select “Higher Education/Student Aid”— click “Go”— under “Return Transcript” select 2015 for the year
13. Step 6- If successful, your 2015 **IRS Tax Return Transcript** should have opened in a new window— if not, double check that your pop-up blocker is off
14. Save your transcript to your desktop

**PHONE REQUEST**
If you request your **IRS Tax Return Transcript** by phone, it will be mailed to the address listed on your taxes within 5-10 business days.

1. To request an **IRS Tax Return Transcript** or **Tax Account Transcript** by phone call 1-800-908-9946.
2. Follow the prompts and enter your personal information.
3. For a **Tax Return Transcript** press option 2, for a **Tax Account Transcript** press option 1

**PAPER REQUEST**
You can complete Form 4506-T and mail or fax your request for an **IRS Tax Return Transcript**. After the IRS receives your request, it can take 5-10 business days for your transcript or non-filing letter to be mailed to the address you list on your form.

2. Click the orange “Forms & Pubs”
3. Find & download Form 4506-T
4. Answer questions 1-5
5. To request an **IRS Tax Return Transcript** check box 6a
6. Mail or fax this form to your state’s IRS office (see page 2 of the 4506-T form for addresses and fax numbers)