Occasionally, as part of the Federal Student Aid income verification process, tax filers will be asked to request, free of charge, a transcript of their tax return for the relevant tax year. The tax return transcript may be required even if you have already submitted your tax return through the College Board’s IDOC service.

Families who’ve been asked to submit a tax return transcript in a past year may notice that there is now only one method of requesting/receiving a transcript. To reduce the chances of potential identity theft, the IRS has ceased to use the other methods previously available.

If you see on the Colgate portal that a tax return transcript is required of you, please follow the instructions noted below:

**Mail Request**

2. Click the “Get Transcript by MAIL” button.
3. Enter the requested information (SSN, DOB, address on most recent tax return), then click “continue.”
4. Indicate the type of transcript requested (generally a tax return transcript) and the relevant tax year, then click “continue.”
5. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
6. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Once you’ve received your tax return transcript, please add the student’s name and Colgate ID# and forward the transcript to the Office of Financial Aid using only one of the contact methods noted below:

- **fax:** 315-228-7050
- **e-mail:** *finaid@colgate.edu*

  *For your protection, e-mails and their attachments should include only the last 4 digits of any SSNs or other personally identifying #s.*

  
  mail:  
  Colgate University  
  13 Oak Drive  
  Hamilton, NY 13346

Please note that federal aid cannot be paid to the tuition account until this federal requirement has been satisfied. If you have questions about this request, please contact the Office of Financial Aid at *finaid@colgate.edu*.

Thank you.