COLGATE UNIVERSITY
Office of Financial Aid

Requesting a Tax Return Transcript

Online Request – no wait to receive results; must register to use the service
- Visit https://www.irs.gov/individuals/get-transcript.
- Click on the "Sign in to your online account" button. If you do not have an existing account, you will have the option to create a new account. Once you are signed in, you will have access to download your Tax Return Transcript.

Mail Request – 5-10-day wait to receive results; need not register to use the service
- Visit https://www.irs.gov/individuals/get-transcript.
- Make note of the requirements listed under the heading "What You Need."
- Click on the "Get Transcript by Mail" button and follow remaining instructions on the site.

Submission to the Financial Aid Office

If your financial aid application is selected for verification, you will be given access to the College Board IDOC portal to upload the required documents electronically.

You will receive an e-mail from the College Board once access to the portal is available. We can only accept documentation submitted via the IDOC portal. We cannot accept documents submitted via e- mail, fax, or mail.