



**MOLLOY
UNIVERSITY**

Office of Financial Aid

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A 2024 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov
Click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "**Return Transcript**" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov
click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "**Return Transcript**" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

NOTE: We can also accept a signed copy of the **2024 1040 tax returns and all applicable schedules** **OR** the **2024 IRS tax return transcript**.

For additional information contact the Financial Aid office at: 516-323-4200 or email: Financialaid@molloy.edu