If you are NOT eligible for IRS Data Retrieval Process -

Students and parents may choose to request a tax transcript from the IRS.

- Tax Transcripts sent by the IRS take 5-10 business days for delivery.
- Tax Return Transcripts can be ordered online, by phone or by mail
  (PLEASE NOTE: YOU ONLY NEED TO CHOOSE ONE OF THESE OPTIONS)

Online:  
http://www.irs.gov/individuals/article/0,,id=232168,00.html?portlet=105

Phone: #1-800-908-9946

Mail: Please fill out Form 4506-T (form available at irs.gov)

Tax Transcripts must then be submitted along with your 2015-2016 Verification Worksheet to the Financial Aid Office to verify income information.

Dependent or Independent Verification Worksheet Verification Worksheet is available online at:
http://www.ndnu.edu/financial-aid/forms/

Our address is: NDNU Financial Aid office

  1500 Ralston Ave,

  Belmont, CA 94002

  Or

  Fax: (650) 508-3635
How to request TAX RETURN or TAX ACCOUNT Transcript

- Visit www.IRS.gov
- Under TOOLS – click on “Order a Return or Account Transcript”