

## How to Request a Tax Return Transcript or Verification of Non-Filing Letter

**ONLINE** (if available)

**OR**

**MAIL**



View and print immediately	Arrives in 5 to 10 calendar days
<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .</li> </ul>
<ul style="list-style-type: none"> <li>▪ Click “Get Transcript ONLINE.”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click “Get Transcript by MAIL.”</li> </ul>
<ul style="list-style-type: none"> <li>▪ The tax filer selects the “First Time Users” to complete the registration steps – OR – selects “Returning Users” to log in. To register, you will need:                             <ul style="list-style-type: none"> <li>○ your Social Security Number (SSN), date of birth, filing status and mailing address from latest tax return,</li> <li>○ access to your email account,</li> <li>○ your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, <b>and</b></li> <li>○ a mobile phone with your name on the account. (you will be sent a security code when logging in)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete the required fields and click “Continue.” You will need your:                             <ul style="list-style-type: none"> <li>○ Social Security Number (SSN) or Individual Tax Identification Number (ITIN),</li> <li>○ date of birth, and</li> <li>○ mailing address from your latest tax return.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Follow the prompts to request a transcript. You will need a “Tax Return Transcript” <b>OR</b> “Verification of Non-filing Letter” for the specific <b>Tax Year</b> for which you would like the tax transcript. <b>Do NOT request a Record of Account, Tax Account or Wages &amp; Income Transcript – these cannot be accepted.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow the prompts to select a “Return Transcript” <b>OR</b> “Verification of Non-filing Letter” for the specific <b>Tax Year</b> for which you would like the tax transcript. Click “Continue.” <b>Do NOT request a Record of Account, Tax Account Transcript or Wages &amp; Income – these cannot be accepted.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ View and print the document you requested (either the Tax Return Transcript or the Verification of Non-filing Letter).</li> </ul>	<ul style="list-style-type: none"> <li>▪ If successfully validated, expect to receive a paper IRS Tax Transcript at the address included in your online request within 5 to 10 business days from the time the online request was successfully transmitted to the IRS. IRS Tax Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.</li> </ul>

**\*Select the tax year you used to complete the Free Application for Federal Student Aid (FAFSA).**

*If you do not have access to a computer or would prefer to order your Tax Transcript from the IRS over the phone, please call 800.908.9946.*

**NOTE:** If you cannot request a Verification of Non-filing Letter online or by mail, you must complete a [Form 4506-T](#) and submit it directly to the IRS. Check box 7.