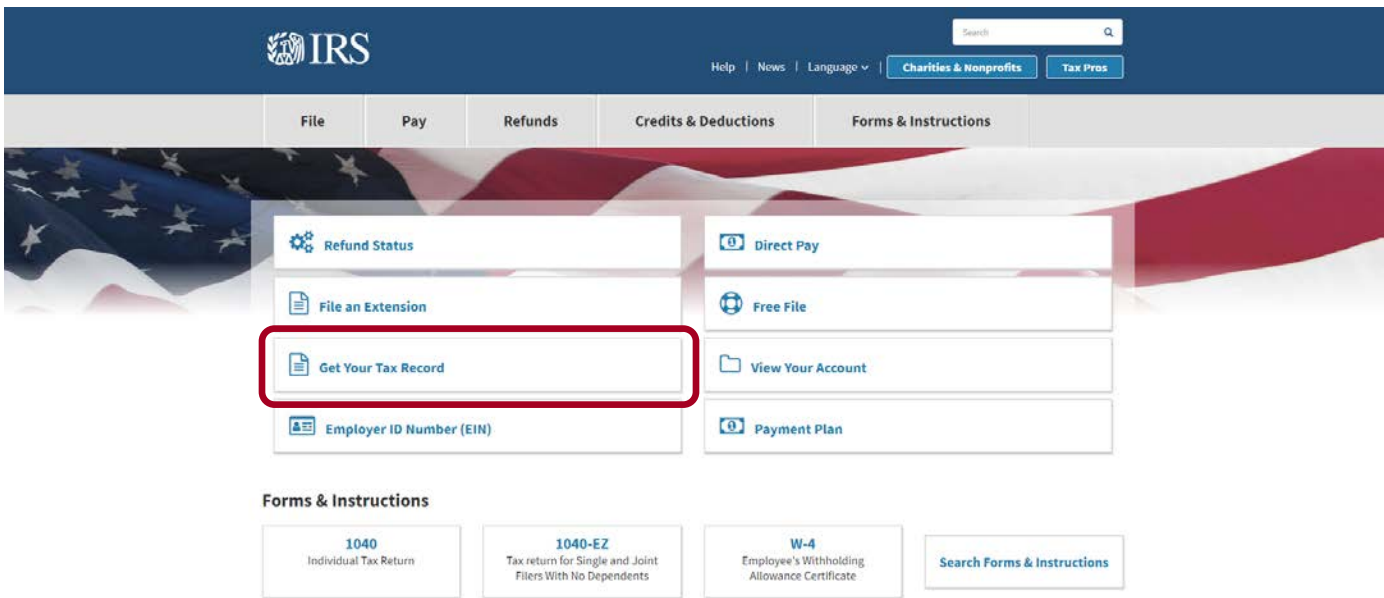


How to Request an IRS Return Transcript/ Verification of Non-filing Letter

- a. Go online to www.irs.gov
- b. Click on “Get Your Tax Record”



- c. Click on the right tab that says “Get Transcript ONLINE”

A screenshot of the IRS 'Get Transcript' page. The breadcrumb trail reads: Home > File > Individuals > Your Information > Tax Record (Transcript) > Get Transcript. The page title is 'Welcome to Get Transcript'. The main content area is divided into two columns. The left column, titled 'Individuals', lists various options: How to File, When to File, Where to File, Your Information, Tax Record (Transcript) (highlighted with a blue bar), and Third Party Authorization. The right column contains two main sections: 'Get Transcript Online' (highlighted with a red rectangle) and 'Get Transcript by Mail'. Each section includes a 'What You Need' list. The 'Get Transcript Online' section lists: your SSN, date of birth, filing status and mailing address from latest tax return. The 'Get Transcript by Mail' section lists: SSN or Individual Tax Identification Number (ITIN), date of birth, and... The right side of the page features 'Related Forms' and 'Related Websites' sections with links to various IRS forms and external sites like Social Security Administration (SSA) and Free Application for Federal Student Aid (FAFSA). The top navigation bar is identical to the previous screenshot.

- d. **Login** to your previously created account. If you don't have an account, create an account or requested by mail (Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you).



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

- e. Select your reason for requesting a transcript.

Get Transcript

Select a reason you need a transcript:

Select Reason

- Select Reason
- Higher Education/Student Aid
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Other

[IRS Privacy Policy](#)

icce-webapp

f. Select the year under **RETRUN TRANSCRIPT** . Make sure “pop-ups” are enabled on your device

Get Transcript

Select a reason you need a transcript: Higher Education/Student Aid **GO**

You selected: **Higher Education/Student Aid**
We suggest you download: **Return Transcript**

i Can't view your transcript? Please disable your browser's pop-up blocker and try again.

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
2015	2015
2014 *	N/A
2013 *	N/A
2012 *	N/A

Account Transcript	Wage & Income Transcript
2015	2015
N/A	2014
N/A	2013
N/A	2012

[Show All](#) [Show All](#)

* Indicates the availability of a Verification of Non-Filing letter for the year.

Glossary

Return Transcript
Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

Record of Account Transcript
Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
Tax Account Transcripts provide any adjustments either you or we made after you filed your return. This transcript shows basic data, including marital status, type of return filed, adjusted gross income and taxable income.

Wage & Income Transcript
Wage and Income Transcripts show data from information returns, such as W-2s, 1099s and 1098s, reported to the IRS. Most recent year information may not be complete until July.

Paper Request of IRS Tax Return Transcripts

Paper Request Form – IRS Form 4506T-EZ

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. It is the address where the IRS Tax Return Transcript will be sent. Include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer’s information.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript from the IRS. Institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the last names may be different.
- On line 6, enter “2016” to receive tax information for the 2016 tax year that is required for the 2018-2019 FAFSA.
- The tax filers must sign and date the form and enter their telephone number. Transcripts of jointly filed tax returns may be requested by either spouse. Only one signature is required. Sign the IRS Form 4506T-EZ exactly as your name appeared on the original tax return. If you changed your name prior to submitting your tax return, also sign your current name.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506T-EZ.
- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes their signed request. NOTE: Processing IRS Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Paper Request Form – IRS Form 4506-T

- Download at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. It is the address where the IRS Tax Return Transcript or IRS Record of Account Transcript will be sent. Include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer’s information.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript or IRS Record of Account Transcript mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the transcript from the IRS. Institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript or IRS Record of Account Transcript to the aid applicant, as the last names may be different.
- On line 6, enter the tax form number that is being requested (1040, 1040A, 1040EZ, etc.) and then check the appropriate box for the transcript being requested. Only one tax form number can be used per request.
- On line 9, enter “12/31/2016” to receive IRS tax information for the 201 tax year that is required for the 2018-2019 FAFSA.
- The tax filers must sign and date the form and enter their telephone number. Transcripts of jointly filed tax returns may be requested by either spouse. Only one signature is required. Sign the IRS Form 4506-T exactly as your name appeared on the original tax return. If you changed your name after submitting your tax return, also sign your current name.
- Mail or fax the completed IRS Form 4506-T to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506-T.
- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days or their IRS Record of Account Transcript within 30 calendar days from the time the IRS receives and processes the completed and signed 4506-T request. NOTE: Processing IRS Form 4506-T means verifying/validating the information provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.