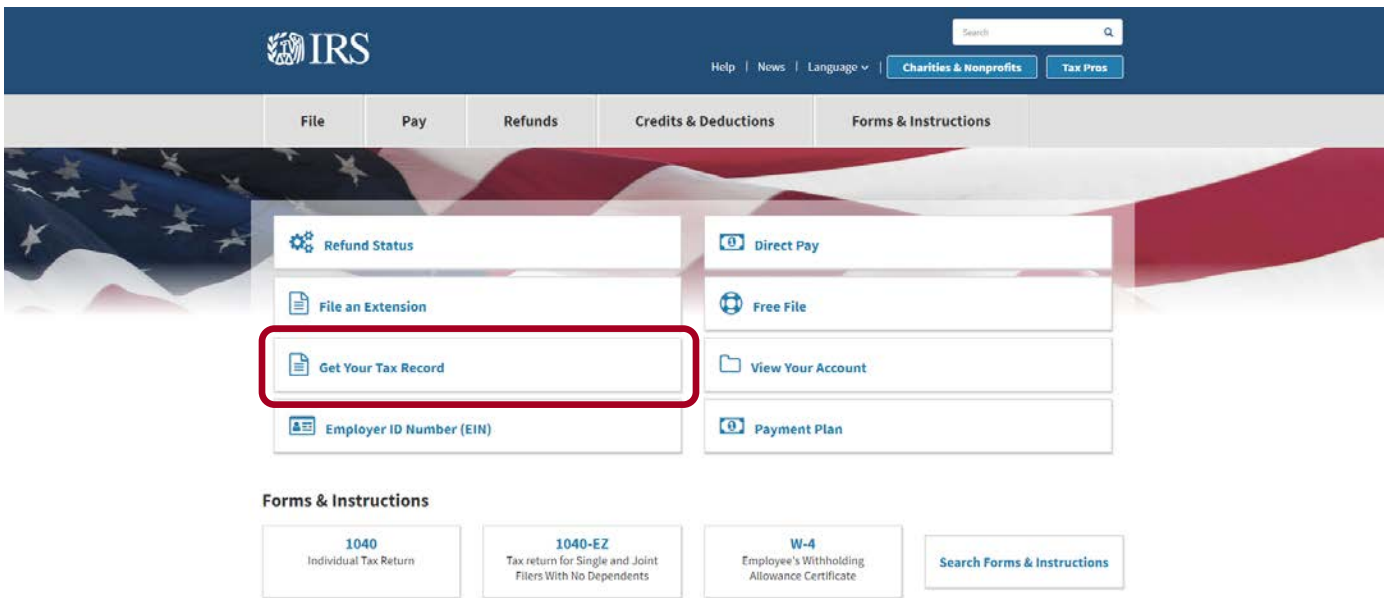


How to Request an IRS Return Transcript/ Verification of Non-filing Letter

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



- 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 navigation bar is identical to the previous screenshot. The main content area is divided into two columns. The left column contains a sidebar with 'Individuals' and a list of links: How to File, When to File, Where to File, Your Information, Tax Record (Transcript) (highlighted), Third Party Authorization, Students, Employees, Military, and Parents. The right column contains the main content. It starts with a paragraph explaining that users can get various Form 1040-series transcript types online or by mail. It then states that the method used to file the tax return affects the current year transcript availability. Below this text are two buttons: 'Get Transcript Online' and 'Get Transcript by Mail'. The 'Get Transcript by Mail' button is highlighted with a red rectangular box. Below the buttons are two sections: 'What You Need' for the online service and 'What You Need' for the mail service. The 'What You Need' for mail service includes SSN or Individual Tax Identification Number (ITIN), date of birth, and date of filing. To the right of the main content is a 'Related Forms' section with links to About Form 4506, About Form 4506-T, Request for Transcript of Tax Return, Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript, and Formulario 4506T-EZ (SP). Below that is a 'Related Websites' section with links to Social Security Administration (SSA) - My Account and Free Application for Federal Student Aid (FAFSA). At the bottom right, there are language options: English, Español, 中文(繁體), 한국어, Русский, and Tiếng Việt.

d. Input the requested information and click the **Continue** button

Order a Transcript [En Español](#) | [Privacy Notice](#)

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) [?](#)

- -

Date of Birth

Day Month

Street Address [?](#)

ZIP or Postal Code [?](#)

e. Under “Type of Transcript” choose **Return Transcript** and the year you are requesting

Order a Transcript

Type of Transcript [?](#)

Return Transcript

for **Tax Year** [?](#)

2015

f. You will then get an “Order a Transcript” confirmation

g. Allow 5-10 days to receive by mail

Order a Transcript

We have accepted your request for a **2015** Return Transcript . Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

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.