

Instructions for tax filers and non-filers

IRS Tax Return Transcript Request Process for filers and non-filers

Tax filers can request a transcript, free of charge, of their “2018” tax return from the IRS in one of three ways.

- Please be sure to request a “**IRS Tax Return Transcript**” and not the IRS Tax Account Transcript
- **If you must provide proof of non-filing status please follow instructions below and order a transcript. The information will be mailed to you stating “no record of return filed” or “no transcript on file”. Turn this into the Financial Aid Office.**

FAFSA

- Log in to your 2020-21 FAFSA.
- Click “Make Correction”
- Click the Financial Tab
- Use the IRS Data Retrieval Tool
- Sign and resubmit

Online Request

- Available on the IRS Web site at www.irs.gov
- In the **Tools** section of the homepage click “Get a Tax Transcript”
- Click “Get Transcript by Mail” OR “Get Transcript Online”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip code. Use the address currently on file with the IRS.
 - Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2018”.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- **NOTE:** IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946 OR 1-800-829-1040
- Tax filers must follow prompts to enter their social security number and the numbers in their street address.
 - Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “2018”.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- **NOTE:** IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form-IRS Form 4506-T or 4506-EZ

- Download at www.irs.gov/pub/irs-pdf/f4506t.pdf or www.irs.gov/pub/irs-pdf/f4506tez.pdf