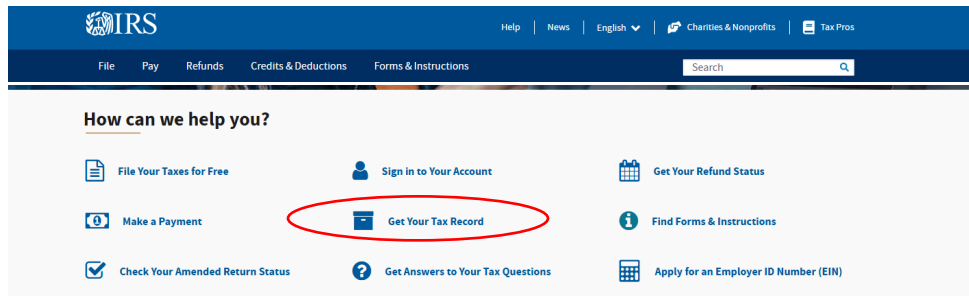


How to Get an Official IRS Tax Return Transcript or Verification of Non-Filing Letter

Tax filers can request a transcript or non-filing letter, free of charge, of their tax return from the IRS in one of the following ways:

1. **Online Request:** Available on the IRS Web site at <https://www.irs.gov/Individuals/Get-Transcript>
Or from the IRS.gov home page, click on “Get Your Tax Record”



On the “**Get Your Tax Record**” page, you can register to download a copy of your transcript directly or you can have a copy mailed to you.

<p>Request Online</p> <p>Request your transcript online for the fastest result.</p> <p>What You Need</p> <p>If you don't have an existing IRS username or ID.me account, have your photo identification ready.</p> <p>What You Get</p> <ul style="list-style-type: none">• All transcript types are available online• View, print, or download your transcript• Verify your identity once and you can easily return later to get a transcript or use other IRS online services <p>Get Transcript Online</p> <p><small>Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.</small></p>	<p>Alternative to Requesting a Transcript Online</p> <p>We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.</p> <p>What You Need</p> <p>To request a transcript by mail, you need your mailing address from your latest return.</p> <p>What You Get</p> <ul style="list-style-type: none">• Tax return or tax account transcript types delivered by mail• Transcripts arrive in 5 to 10 calendar days at the address we have on file for you <p>Get Transcript by Mail</p> <p>You can also request a transcript by mail by calling our automated phone transcript service at 800-908-9946.</p>
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For the **Type of Transcript**, select “**Return Transcript**” and in the **Tax Year** field, select the appropriate year (i.e. 2021 taxes for 2023-24 FAFSA). If you did not file federal income taxes for required tax year, then you will be ordering a “**Verification of Non-Filing Letter**”.

2. **Telephone Request:** Available from the IRS by calling **1-800-908-9946**
 1. Tax filers must follow prompts to enter their social security number and the numbers in their street address.
 2. Select “Option 2” to request an **IRS Tax Return** Transcript and then enter year requested (2021 for 23-24 FAFSA year)
 3. If successfully validated, 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.
 4. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

****The IRS has reformatted tax transcripts to better protect your sensitive data. Since this new format partially masks your personally identifiable information, please be sure to mark all pages with your name and Student ID Number when submitting your tax documents to the Financial Aid Office, so they can be identified properly. ****