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

- a. Go online to <u>www.irs.gov</u>
- b. Click on "Get Your Tax Record"

	@IRS		i.	Help News Language ~	Charities & Nonprofits	Q. Tax Pros	
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	Get Your Tax	Record		D View Your Account			
	Employer II	D Number (EIN)		Payment Plan			
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	1040 Individual Tax Ret	urn Tax return fo	140-EZ r Single and Joint No Dependents	W-4 Employee's Withholding Allowance Certificate	Search Forms & In	structions	
IRS File	Pay	Refunds	Credits	Help News & Deductions		Charities & Nonprofits	Tax Pros
Home > File > Individual Welcome to	Get Trai	nscript		Er		<u>Þ文(繁體)</u> <u>한국어</u> Py	<u>/сский Tiếng Việt</u>
Individuals	2	You can get various Form 1040-series transcript types online or by mail. If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can view your tax account. Related Forms The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your current year transcript availability. Note: If you need a About Form 4506-T, Request for Transcript of Tax Return					
How to File When to File	2						
Where to File							
Photocopy of your return, you must use Economic Provide Contraction Provide Contractio						EZ (SP),	
Tax Record (Transcript)		Get Transcript Online Get Transcript by Mail				Formulario Abreviado para la Solicitud de un Trasunto de la	
Third Party Author	ization					<u>Declaracion de Im</u> <u>Personales</u>	puestos
Students		What You Need		What You Need		Related Websites	;
Employees		To register and use th need:	is service, you To use this service, you need your: • Social Security Administration			<u>ministration (SSA)</u>	
Military		 your <u>SSN</u>, date of 	hinth filing statute	<u>SSN</u> or <u>Individual</u>	Tax Identification	- My Account	
		and mailing addre		Number (ITIN),	Tax identification	 Free Application fo Aid (FAFSA) 	or Federal Student

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

Order a Transcript	<u>En Español Privacy Notice</u>
- All fields are required	
Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?	
Day Month	
Street Address ?	
ZIP or Postal Code ?	
Continue	

e. Under "Type of Transcript" choose Return Transcript and the year you are requesting

Order a Transc	ript		
Type of Transcript 📀			
Return Transcript	~		
for <u>Tax Year</u> 🕜			
2015	~		
Continue			

- 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.					
Exit Request a different transcript					

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 <u>http://www.irs.gov/pub/irs-pdf/f4506t.pdf</u>.
- 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.