

IRS TAX RETURN TRANSCRIPT / NON-TAX FILER INSTRUCTIONS

- 2017 IRS Tax Return Transcript Request for the 2019 - 2020 academic year**
- Student and/or Student Spouse (If applicable) Parent and/or Parent Spouse (if applicable)

IRS Data Retrieval Tool:

If you meet the following criteria, it is best to sign back into your FAFSA Application and complete the IRS Data Retrieval Tool to transfer your IRS Income information:

- You E-filed your taxes at least 2 weeks ago or paper filed at least 6 weeks ago
- You filed “Married Filing jointly “or “Single”
- You *did not File* an amended tax form
- You *did not File* a Foreign Tax Form
- There was no change in your marital status since December 31st of the tax year

If you do not meet the above criteria please choose one of the below methods of requesting your IRS Tax Return Transcript.

Tax Filers may request a Tax Return Transcript of their federal taxes directly from the Internal Revenue service (IRS). Tax return Transcript are free and can be requested by two different ways.

1. Online Request:

- Order Tax Return Transcripts by Mail
- Please Visit www.irs.gov
- Select “Get a Tax Transcript by Mail” located under “Tools” section
- You will be required to Select “Get a Tax Transcript by Mail” again
- Enter Social Security Number, Date of Birth (Day, Month, Year), Street Address, ZIP Code, Select continue (**Note:** Please enter information as it appears on your tax return Forms)
- Select “Return Transcript” Located under “Type of Transcript”
- Select correct “Tax Year” of the year you are requesting

A confirmation page should generate telling you that it has received your request for a Tax Transcript and you should receive it *within 5 – 10 days* to the address entered in your request.

2. Telephone Request:

- To request a **Tax Return Transcript** or **Non-Tax Filer statement** by telephone, please call the **IRS at 1-800-908-9946**
- At the prompt enter the following TAX filer information
- Social Security number, Press 1 to confirm
- Street number from address (**Example:** 301 Oak Street, **Just Enter: 301**)
- For a “Tax Return Transcript”, Press “2”
- Select the tax year you are requesting

Please Note:

- **To speak to an IRS representative you may call 1-800-829-1040**
- **Online and Telephone IRS Tax Return Transcripts and Non-Tax Filers Statement requests cannot be sent to a third party by the IRS and will take 5 - 10 days to process.**