

# IRS TAX RETURN TRANSCRIPT / NON-TAX FILER INSTRUCTIONS

- 2019 IRS Tax Return Transcript Request for the 2021 - 2022 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 31<sup>st</sup> 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](http://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.**