

How to Request Your Tax Return Transcript or Verification of Non-Filing

Instructions for requesting the IRS Tax Return Transcript and Verification of Non-Filing follow a similar process. If you did file a return, you will receive a transcript of the data you provided to the IRS. If you did not file, you will receive a letter/form confirming your non-filer status.

Some important points:

1. The Verification of Non-Filing does not confirm you weren't required to file a return, only that you did not. Refer to the federal government's IRS Publication 17 if you have any concerns regarding filing requirements.
2. Individuals who have never filed a federal tax return with the IRS can only request their Verification of Non-Filing by mail. Individuals who have file a return at some time in their life can request their verification online or through the mail.
3. We cannot accept copies of tax returns (Forms 1040, 1040-EZ, 1040-A). We are required by federal regulation to only accept official documentation directly from the IRS. The only exception to this are individuals who have filed an Amended Return (1040X).
4. See page 3 for information on special situations tax situations, such as Amended Returns (1040X) or individuals who have been victims of tax related identity theft.

Online Request

- For Tax Return Transcripts and Verification of Non-filing (if the individual has filed a tax return at some time in their life)
- Available on the IRS Web site at www.irs.gov
- In the **Tools** section of the homepage click "Get Transcript of Your Tax Return"
- You can then select "Get Transcript Online" OR "Get Transcript by Mail"
- If you select "Get Transcript Online"
 - To register and use this service you will need:
 - Your SSN, date of birth, filing status and mailing address from latest tax return,
 - Access to your email account
 - Your personal account number from a credit card, mortgage, home equity loan
 - A mobile phone with your name on the account
 - What You Get
 - Option to view, print or download your transcript
 - Username and password to return later
- If you select "Get Transcript by Mail"
 - To use this service you will need your:
 - SSN, Individual Tax Identification Number (ITIN)
 - date of birth
 - mailing address from your latest tax return
 - What You Get
 - Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file

Telephone Request

- For Tax Return Transcripts Only
- Available from the IRS by calling 1-800-908-9946
- 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 the correct year.
- 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.
- Once you receive the transcript in the mail, it can be faxed, emailed, mailed or brought in person to the Financial Aid Office.

Request by Mail

- For Tax Return Transcripts & Verification of Non-Filing (anyone)
- Go to www.IRS.gov
- Under “Tools”, click on “Get a Transcript”
- In the right margin under “Related Forms”, click “Form 4506-T, Request for Transcript of Tax Return
- Under “Current Forms” click on “Form 4506-T”
- Print the PDF form and follow form instructions to complete
- You must submit this form to the IRS to process, NOT the financial aid office
- Once you receive the transcript in the mail, it can be faxed, emailed, mailed or brought in person to the Financial Aid Office.

Special Tax Situations:

Individuals Who Filed an Amended 2015 RS Income Tax Return

Must provide:

- A 2015 IRS Tax Return Transcript (that will only include information from the original tax return) that includes all of the income and tax information required to be verified; and
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft for tax year 2015

Must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax related identity theft.