

How to Request a Tax Transcript and Nonfiling Letter

- ❖ For the 2019-20 school year, students may be asked to provide copies of their, their spouse, or their parent's 2017 Federal Tax Transcripts or proof of Nonfiling Letter.
- ❖ For the 2018-19 school year, students may be asked to provide copies of their, their spouse, or their parent's 2016 Federal Tax Transcript or proof of Nonfiling Letter.
- ❖ Students who need a Nonfiling Letter but had earnings in 2017 must complete the Paper Request Form and cannot use the Online Request (Option 1).

Option 1

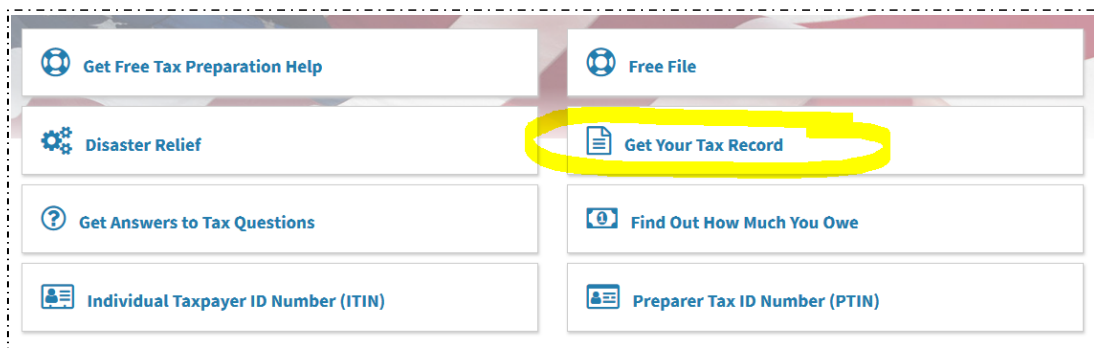
Electronic Request for a Transcript by Mail

This option will allow you to complete an online form to request a tax transcript be mailed to you. You should receive a copy of the tax transcript in the mail within 5-10 business days.

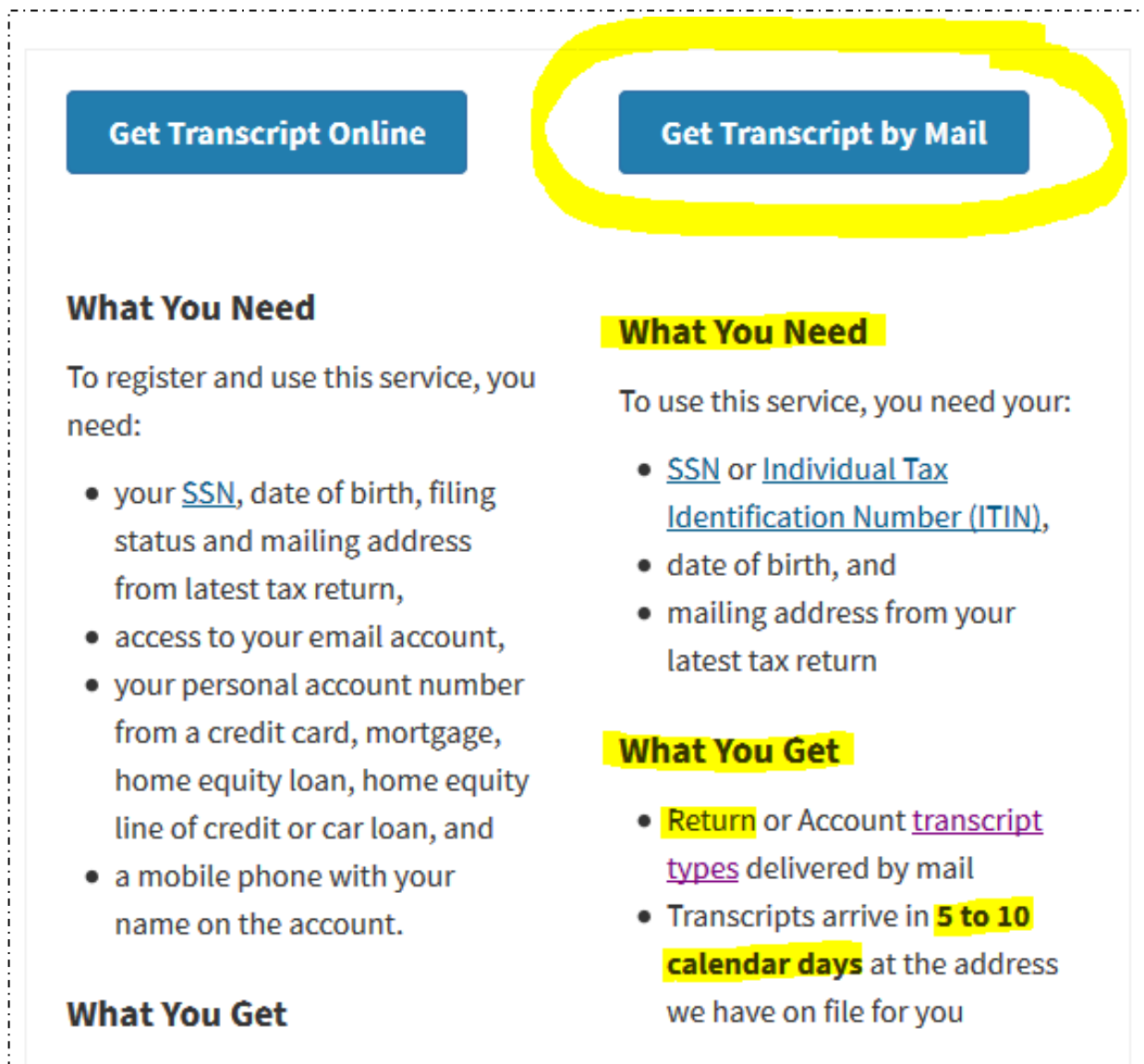
What You Need for the Online Request

- Social Security Number of the tax filer or the ITIN
- Date of Birth of the tax filer
- Mailing address from the tax filer's latest tax return

Step 1: Go to the IRS website www.irs.gov and select "Get Your Tax Record"



Step 2: Select “Get Transcript by MAIL”, make sure you have what you need



Get Transcript Online

Get Transcript by Mail

What You Need

To register and use this service, you 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, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- **Return** or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Step 3: Follow the remaining instructions to submit your request.

Be sure to select “Tax Transcript,” when prompted for the appropriate tax year (the prior year. *Example: for the 2019-2020 school year, you would need to provide your 2017 Tax Return Transcript*) 2018-19 school year, request for 2016.

Option 2

Telephone Request

You can request a paper copy by phone to be sent to the mailing address listed on the original 2017 Tax Return. You should receive the Tax Transcript within 5-10 business days

Step 1: Call the IRS at 1-800 908-9946

Step 2: Follow the prompts to enter the tax filer’s Social Security Number and address

Step 3: Select Option 2 and request the 2017 IRS Return Transcript

Step 4: Ensure that your request is successfully validated

Option 3

Paper Request Form – Obtaining a Nonfiling Letter and/or W-2s

This option is only recommended for students who did not file and/or had earnings in 2017, but did not retain copies of their W-2's. If you didn't file but did retain copies of your W-2s, then you can use the Online Request Option to print a copy of your Tax Transcript and then attach copies of your W-2s. The 4506-T Form can take up to 30 days to process.

Step 1: Download the 4506-T Form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Step 2: Request for 2017

Step 3: Check boxes 7 and 8

**Check both boxes 7 and 8 if you worked in 2017;
if you did NOT work in 2017, only check box 7**

Step 4: Sign the 4506-T Form and mail to the IRS