

# How to Request a Tax Transcript and Nonfiling Letter

❖ For the 2021-22 school year, students may be asked to provide copies of their, their spouse, or their parent's 2019 Federal Tax Transcript or proof of Non filing Letter.

❖ For the 2020-21 school year, students may be asked to provide copies of their, their spouse, or their parent's 2018 Federal Tax Transcripts or proof of Non filing Letter.

## Option 1

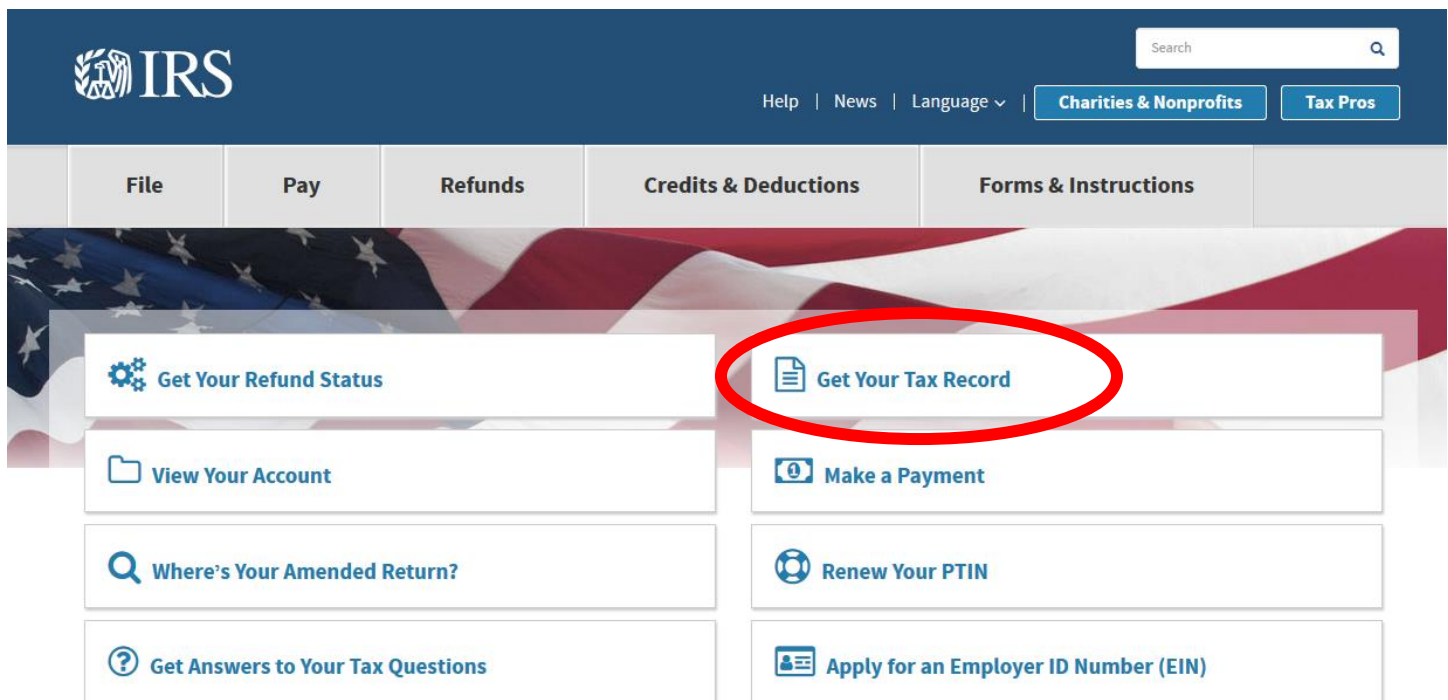
### Request Online

This option will allow you to view, print, or download your transcripts online. You will register to create a username and password so that you can return to your documents at any time.

#### What 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
- A mobile phone with your name on the account

**Step 1:** Go to the IRS website [www.irs.gov](http://www.irs.gov) and under Tools, select “Get Your Tax Record”



The screenshot shows the IRS website interface. At the top, there is a search bar and navigation links for 'Help', 'News', 'Language', 'Charities & Nonprofits', and 'Tax Pros'. Below this is a horizontal menu with categories: 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main content area features a grid of service tiles. The tile for 'Get Your Tax Record' is highlighted with a red circle. Other visible tiles include 'Get Your Refund Status', 'View Your Account', 'Where's Your Amended Return?', 'Get Answers to Your Tax Questions', 'Make a Payment', 'Renew Your PTIN', and 'Apply for an Employer ID Number (EIN)'.

**Step 2:** Select “Get Transcript Online”, make sure you have what you need to use the online tool

<h3>Request Online</h3> <h4>What You Need</h4> <p>To register and use this service, you need:</p> <ul style="list-style-type: none"><li>• your <a href="#">SSN</a>, date of birth, filing status and mailing address from latest tax return,</li><li>• access to your email account,</li><li>• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and</li><li>• a mobile phone with your name on the account.</li></ul> <h4>What You Get</h4> <ul style="list-style-type: none"><li>• All <a href="#">transcript types</a> are available online</li><li>• View, print or download your transcript</li><li>• Username and password to return later</li></ul> <p><a href="#">Get Transcript Online</a></p>	<h3>Request by Mail</h3> <h4>What You Need</h4> <p>To use this service, you need your:</p> <ul style="list-style-type: none"><li>• <a href="#">SSN or Individual Tax Identification Number (ITIN)</a>,</li><li>• date of birth, and</li><li>• mailing address from your latest tax return</li></ul> <h4>What You Get</h4> <ul style="list-style-type: none"><li>• Return or Account <a href="#">transcript types</a> delivered by mail</li><li>• Transcripts arrive in <b>5 to 10 calendar days</b> at the address we have on file for you</li></ul> <p><a href="#">Get Transcript by Mail</a></p>
--	--

**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-prior year. *Example: for the 2019-2020 school year, you would need to provide your 2017 Tax Return Transcript*).

## Option 2

---

### Request 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 ITTIN
- 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](http://www.irs.gov) and under Tools, select “Get Your Tax Record” (See Option 1 Step 1 Above)

**Step 2:** Select “Get Transcript by MAIL”, make sure you have what you need to use the online tool

<p><b>Request Online</b></p> <p><b>What You Need</b></p> <p>To register and use this service, you need:</p> <ul style="list-style-type: none"><li>• your <u>SSN</u>, date of birth, filing status and mailing address from latest tax return,</li><li>• access to your email account,</li><li>• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and</li><li>• a mobile phone with your name on the account.</li></ul> <p><b>What You Get</b></p> <ul style="list-style-type: none"><li>• All <u>transcript types</u> are available online</li><li>• View, print or download your transcript</li><li>• Username and password to return later</li></ul> <p><a href="#">Get Transcript Online</a></p>	<p><b>Request by Mail</b></p> <p><b>What You Need</b></p> <p>To use this service, you need your:</p> <ul style="list-style-type: none"><li>• <u>SSN or Individual Tax Identification Number (ITIN)</u>,</li><li>• date of birth, and</li><li>• mailing address from your latest tax return</li></ul> <p><b>What You Get</b></p> <ul style="list-style-type: none"><li>• Return or Account <u>transcript types</u> delivered by mail</li><li>• Transcripts arrive in <b>5 to 10 calendar days</b> at the address we have on file for you</li></ul> <p><a href="#">Get Transcript by Mail</a></p>
---	---

**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-prior year. *Example: for the 2019-2020 school year, you would need to provide your 2017 Tax Return Transcript*).

## Option 3

---

### Telephone Request

You can request a paper copy by phone to be sent to the mailing address listed on the original Tax Return you are trying to receive. 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 IRS Return Transcript for the specific tax year you are requesting

**Step 4:** Ensure that your request is successfully validated

## Option 4

---

### Paper Request Form

This option is only recommended for students who are unable to retrieve their tax transcript of letter of nonfiling from the previous options. 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 the specific tax year you need

**Step 3:** Check boxes 7 and 8

**\*\*Only check both boxes 7 and 8 if you worked that tax year;  
if you did NOT work, simply check box 7\*\***

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