



# Request an IRS Tax Return Transcript and/or Wage & Income Transcript

If we have requested that you, your spouse, and/or your parents submit a copy of your/their 2015 Federal Tax Return Transcript, and/or Wage and Income Transcript **OR** if you cannot utilize the IRS DATA RETRIEVAL TOOL (DRT- Link to IRS) on FAFSA ON THE WEB, you can request a hard copy by visiting [www.irs.gov](http://www.irs.gov) and clicking on GET A TAX TRANSCRIPT.

Next, you will be given with the option to obtain a free copy of your *Tax Return Transcript and/or Wage and Income Transcript for 2015*, either online or by mail: The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your current transcript availability

The screenshot shows the IRS website interface. At the top, there are navigation links for Subscriptions, Language, and Information For... A search bar is present. Below the navigation is a menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. There are four featured tiles: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these are sections for 'Forms and Pubs', 'Hot Topics', 'Tools', and 'Filing & Payment'. In the 'Tools' section, the link 'Get a tax transcript' is circled. Other links in 'Tools' include 'Renew or obtain a PTIN for 2017', 'Check status of your amended return', and 'Apply for an employer ID number'. The 'Filing & Payment' section includes 'where's my refund?', 'efile', 'e-file', and 'EFTPS'.

This block compares two methods for obtaining transcripts. On the left, 'Get Transcript ONLINE' is shown with a download icon. Below it, under 'What You Need', it lists requirements: 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. Under 'What You Get', it lists: View, print or download your transcript; Transcript types available online; and Username and password to return later. On the right, 'Get Transcript by MAIL' is shown with an envelope icon. Below it, under 'What You Need', it lists: SSN or Individual Tax Identification Number (ITIN), date of birth, and mailing address from your latest tax return. Under 'What You Get', it lists: Transcripts arrive in 5 to 10 calendar days at the address we have on file for you; and Transcript types available by mail.

For more information, visit **GET TRANSCRIPT FAQs** at [www.irs.gov/individuals/get-transcript-faqs](http://www.irs.gov/individuals/get-transcript-faqs).

**If you're unable to register at [www.irs.gov](http://www.irs.gov) or you prefer not to use GET TRANSCRIPT ONLINE you may order a *Tax Return Transcript* and/or a *Wage and Income Transcript* by calling 800-908-9946 or completing and submitting IRS Form 4506-T at [www.irs.gov](http://www.irs.gov)**

## How to Request an IRS Verification of Non-Filing Letter

An IRS Verification of Non-Filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2017-2018 academic year you will be requesting a Verification of Non-Filing for the 2015 tax year. The IRS Verification of Non-Filing Letter should be dated on or after October 1, 2016.

If requested by us, an IRS Verification of Non-Filing Letter can be obtained online using the **IRS Get Transcript service** at [www.irs.gov](http://www.irs.gov). If the individual cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the **IRS Form 4506-T** (*Be sure to indicate 12/31/15 on line 9*), and mailing it to the IRS.