

# IRS Tax Transcript Online Request

**For 2019-2020 FAFSA, select Tax Year = 2017**

**For 2020-2021 FAFSA, select Tax Year = 2018**

Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>

An **IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript ONLINE" or "Get Transcript by MAIL."

Create an account by providing: Name, email address, birthdate, Social Security Number and answers to some security questions.

Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Click on any year that is hyperlinked and a PDF will open in the same screen.

- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, IRS income tax return information is available for the IRS data retrieval tool (DRT) or the IRS Tax Return Transcript within 2–3 weeks after the electronic IRS income tax return has been accepted by the IRS.

Generally, for filers of paper IRS income tax returns, the IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the paper IRS income tax return has been received by the IRS.

Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

**The following Transcript Types are available to you at no charge from IRS.gov.**

- **Tax Return Transcript** – this is the form that is usually needed for FAFSA verification.
- **Tax Account Transcript** – this form only shows basic information, including changes made when a 1040X was filed but is **not** sufficient for FAFSA verification.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript. If you filed a 1040X, you will need to turn in a signed copy of your 1040X and a tax return transcript or Record of account transcript for FAFSA verification.
- **Wage and Income Transcript** - shows data from information returns received such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It does not indicate whether you were required to file a return for that year.

# IRS Tax Transcript Telephone Request

Available from the IRS by calling 1-800-908-9946

Tax filers must follow prompts to enter their SSN and the numbers in their street address. Generally these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

**Request an IRS Tax Return Transcript,  
For 2019-2020 FAFSA, select Tax Year = 2017  
For 2020-2021 FAFSA, select Tax Year = 2018**

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.

IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

# IRS Tax Transcript Paper Request

IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.

Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on line 4. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

On line 6, enter:

“2017” to receive IRS tax information for the 2017 tax year that is required for the 2019-2020 FAFSA.

“2018” to receive IRS tax information for the 2018 tax year that is required for the 2020-2021 FAFSA.

The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.

Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 30 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

# IRS Verification of Non-Filing Request

**For 2019-2020 FAFSA, select Tax Year = 2017**  
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Independent students who did not file a tax return must obtain a Verification of Non-Filing letter from the IRS. If student's spouse did not file a tax return, a Verification of Non-Filing letter must be obtained from the IRS. If a dependent student's parent(s) did not file a tax return, a Verification of Non-Filing Letter must be obtained from the IRS for each parent who is included on the FAFSA.

The requests must be dated on or after October 1, 2018 for tax year 2017 or on or after October 1, 2019 for tax year 2018. See IRS web site: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form.

Check box 7 and mail form 4506T to the IRS.

Most requests will be processed within 10 business days.

# IRS Wage and Income Transcript Request

**For 2019-2020 FAFSA, select Tax Year = 2017**  
**For 2020-2021 FAFSA, select Tax Year = 2018**

Students or parents of students who did not file a tax return but did have earned income, must turn in either copies of their W-2's obtained from employer(s) or an IRS Wage and Income Transcript obtained from the IRS. A wage and income transcript is equivalent to W-2's for FAFSA verification purposes.

Follow the instructions listed above to obtain a wage and income transcript from the IRS.