



How to Request a Tax Return Transcript or Verification of Non-Filing Letter from the IRS

Requesting a Tax Return Transcript by Mail:

1. Visit <http://www.irs.gov>. Select "Get Your Tax Record"
2. Choose "Get Transcript by Mail".
3. Enter your information and the address listed on your 2017 tax return, then click "Continue"
4. Select "Return Transcript" from the "Type of Transcript" drop-down menu and then select the 2017 tax year.
5. Click "Continue"
6. You will receive a copy within 5-10 calendar days.

Requesting a Tax Return Transcript by Phone:

1. Call the IRS at 1-800-908-9946.
2. Follow prompts for the language of choice,
3. Enter SSN for taxpayer
4. Enter the street number
5. Press 2 for "Tax Return Transcript"
6. Enter 2017 when prompted for the tax year ending
7. Continue with the prompts until you have successfully requested the transcript
8. You will receive a copy within 5-10 calendar days.

Requesting a Tax Return Transcript as a PDF: (see #5 for items needed to create an account w/the IRS)

1. Visit <http://www.irs.gov>. Select "Get Your Tax Record"
2. Choose "Get Transcript Online" (note the information you need to register)
3. Select "Get Started" unless you're a returning user to the IRS website
4. Follow the steps on the screen
5. You will need one of the following financial accounts for the IRS to verify your identity
 - Credit Card
 - Mortgage or Home Equity Loan
 - Home Equity Line of Credit
 - Auto Loan
6. Will need to be verified using either a mobile phone registered in your name and able to receive text messages
7. Enter the Security code when prompted
8. Select "Higher Education/Student Aid" for the reason you need a transcript
9. Select "Return Transcript" from the "Type of Transcript" drop-down menu and then select the 2017 tax year.
10. You should then be able to print a PDF version of the Tax Return Transcript and even save it to your computer.

Requesting a Verification of Non-filing Letter:

1. Visit <http://www.irs.gov>. Select "Get Your Tax Record"
2. Choose "Transcript Types" under "What You Get"
3. Click the link for "Form 4506-T, Request for Transcript of Tax Return"
4. Click "Form 4506-T" under "Current Products"
5. Complete the form and be sure to check the box to the right of "7"
6. Mail or fax the form to the address/fax number provided for the state with which you lived during 2017
7. You will receive the letter within 5-10 calendar days.

OR

1. Follow the steps above for requesting a Tax Return Transcript as a PDF but select the option to print a Confirmation of Non-filing status letter