

## ***How to obtain an IRS Federal Tax Return Transcript or Non-Filing Letter***

<b><i>IRS DATA RETRIEVAL TOOL on FAFSA. (preferred)</i></b>	<b><i>'Get Transcript by Mail'</i></b>	<b><i>'Get Transcript Online'</i></b>	<b><i>Telephone Request</i></b>	<b><i>Paper Request/Non-Filing Letter</i></b>
Log in to FAFSA, and select, "Make FAFSA corrections." Go to parent financial information tab on FAFSA	Go online to <a href="http://www.irs.gov">www.irs.gov</a> On the home screen select Get Your Tax Record  Choose, 'Get Transcript by Mail'	Go online to <a href="http://www.irs.gov">www.irs.gov</a> On the home screen select Get Your Tax Record  Choose 'Get Transcript Online'	Call the IRS at 1-800-908-9946	Only use this option if you are unable to use any of the other options.
In the finance section of the online form, you will see a 'Link to IRS' button, if you are eligible to use the IRS DRT.	Add social security number, date of birth, street address, and zip code.	Follow instructions for creating an account or log in.	Follow prompts to enter SS# and the numbers of the street address that were listed on the latest tax return filed.	Go to <a href="http://www.irs.gov">www.irs.gov</a> on the home screen and click on Forms & Instructions
Click the 'Link to IRS' button and log in with the parent FSA ID to be transferred to the IRS to retrieve your info. Enter your information EXACTLY as it appears on your federal income tax return and click 'submit'	Select ' <b>Tax RETURN transcript</b> ', and in the tax year field, select, ' <b>2018</b> '	Select ' <b>Tax RETURN transcript</b> ', and in the tax year field, select, ' <b>2018</b> '	Select 'option 2' to request an <b>IRS Tax Return Transcript</b> and then enter ' <b>2018</b> ' for the tax year	Scroll to form 4506-T. You may print or save to your computer as a PDF form. Complete the information requested on the form. Check option 6a for tax return transcript or box 7 for Verification of non-filing letter. You may also request W2's by checking box 8.
Check the 'Transfer my Information, into the FAFSA form, and click the 'Transfer Now' button.  Repeat the above steps if your student filed taxes in 2018.	If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included on their online request, within 5-10 business days.	Once validated, you should have immediate access to view, download, and print transcripts or verification of non-filing letter.	If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided within 5-10 business days.	On section 9, enter <b>12/31/2018</b> .  Check the signatory box, sign, date, and provide your phone number.
The tax information you transfer from the IRS into the FAFSA form won't be visible to you. Instead you will see 'transferred from the IRS.'	Fax, email, or mail a copy to our office.  Please include student's name and ID on the transcript.	Fax, email, or mail a copy of the tax return transcript to our office. Please include student's name and ID on the transcript.	Fax, email, or mail a copy to our office.  Please include student's name and ID on the transcript.	Mail or fax the completed form to the IRS at the appropriate address or fax number on page 2 of the form.

### ***Individuals Who Filed an Amended IRS Income Tax Return***

If an individual filed an amended IRS income tax return for 2018, provide all of the following:

- A signed copy of the original 2018 IRS income tax return that was filed with the IRS;
- A 2018 IRS Tax Return Transcript; **AND**
- A signed copy of the 2018 IRS Form 1040X, Amended U.S. Individual Income Tax Return, which was filed with the IRS.

***For identity theft or if you have filed a tax extension contact our office at 573-288-6307.***