HOW TO ORDER YOUR IRS TAX RETURN TRANSCRIPT OR NON-FILER’S STATEMENT

*USE THE FAFSA “IRS DATA RETRIEVAL TOOL” IF POSSIBLE*

Due to federal changes, 2020/2021 FASFAs will be completed using 2018 tax information

To Order by phone:
1. Order your **Tax Return Transcript** from the IRS by calling **1-800-908-9946**.
2. Enter your SSN, Birth date, and address as listed on your IRS tax return
3. Select “Option 2” to request an IRS **Tax Return Transcript** and then enter **2018**

To Order on Line:
1) Go to www.irs.gov
2) Under “Tools” Select “Get Transcript for Your Tax Records”
3) Select either “Get Transcript Online”
4) Click “Get Started” and a list of information needed will be displayed
5) Select “Create An Account”
6) Fill in information requested, once complete you will have access to print the tax transcript or Non-filer’s Statement

To Order by Mail with form 4506-T:
1) Print Form 4506-T from www.irs.gov
2) Fill out the form with requested information
3) Fax or mail form to the appropriate IRS Office
4) Allow 5-10 business days to receive to the address of record