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, 2021/2022 FASFA's will be completed using 2019 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 **2019**

To Order on Line:
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](http://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

To Order by Mail Online:
2) **“Get your Tax Record”**
3) Select **“Get Transcript by Mail”** and click **“OK”**
4) Enter all needed information
5) Select **“Return Transcript”**, select **“2019”**, and select **Continue**