

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

**\*USE THE FAFSA "IRS DATA RETRIEVAL TOOL" IF POSSIBLE\***

### **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 **2020**

### **To Order on Line:**

- 1) Go to [www.irs.gov](http://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](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:** 1) Go to [www.irs.gov](http://www.irs.gov) 2) **"Get your Tax Record"** 3) Select **"Get Transcript by Mail"** and click **"OK"** 4) Enter all needed information 5) Select **"Return Transcript"**, select **"2020"**, and select **Continue**