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 2022.

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

To Order by Mail Online: 1) Go to 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 "2022", and select Continue.