

## 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, 2018/2019 FAFAs will be completed using 2016 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 2016.

### To Order on Line:

**\*\*UNAVAILABLE TO FIRST TIME USERS\*\***

- 1) Go to [www.irs.gov](http://www.irs.gov)
- 2) Select "**Get My Tax Record**"
- 3) Select either "**Get Transcript Online**" or "**Get Transcript by Mail**"
- 4) Fill in information requested, once complete you will have the option to print or request a mailing of the 2016 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

**\*\*Please allow 5 to 10 days for mail delivery\*\***

## 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, 2018/2019 FAFAs will be completed using 2016 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 2016

### To Order on Line:

**\*\*UNAVAILABLE FOR FIRST TIME USERS\*\***

- 1) Go to [www.irs.gov](http://www.irs.gov)
- 2) Select "**Get My Tax Record**"
- 3) Select either "**Get Transcript Online**" or "**Get Transcript by Mail**"
- 4) Fill in information requested, once complete you will have the option to print or request a mailing of 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

**\*\*Please allow 5 to 10 days for mail delivery\*\***