

## 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, 2019/2020 FAFAs will be completed using 2017 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 **2017**

### 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

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