

IRS Tax Return Transcript and Verification of Non-Filing Request Instructions

ONLINE REQUEST – Quick and Convenient

- Go to www.irs.gov/Individuals/Get-Transcript
- Click on the **Get Transcript ONLINE** for tax transcript or verification of non-filing or **Get Transcript By MAIL** Icon for tax transcript only.
- If you do not already have an IRS login, you will need to create a login. Note that information must be answered exactly as you have filed your taxes for the most recent year. If you enter information incorrectly, you will be locked out of the IRS system for 24 hours.
- To Get Transcript ONLINE, you must have information from one of the following:
 - Access to a valid email address
 - A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name and; ○ Specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan.
- You will be asked what the reason is you need a transcript, select 'High Education/Student Aid'.
- On the Get Transcript page, go to the box labeled '**Return Transcript**' if you filed a tax return in. If you choose Get Transcript Online you will receive an instant printable copy of your Tax Transcript. If you choose Get Transcript by Mail your Tax Return Transcript will generally be mailed to you within 7-10 days.

Request by 4506-T Request for Transcript of Tax Return or Verification of Non-filing

- Print off 4506-T from IRS website at www.irs.gov/pub/irs-pdf/f4506t.pdf
- Complete each section as indicated and checkmark the box of what tax form you are requesting.
 - Return Transcript or
 - Verification of Non-filing
- Sign and Date the form and send into the designated address as indicated on page 2.

Telephone Request

- Call the IRS at 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. (Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.)
- Select "Option 2" to request an IRS Tax **Return Transcript** and then enter "2016". If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.