

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, 16/17 and 17/18 FASFAs will be completed using 2015 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 **2015**

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 Statment

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

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