

HOW TO ORDER YOUR IRS TAX RETURN TRANSCRIPT OR NON-FILER'S STATEMENT

USE THE FAFSA "IRS DATA RETRIEVAL TOOL" IF POSSIBLE

Non-Filer's Statement will not be available until after June 15, 2016

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 **"Get Transcript Online"**
- 4) Click **"OK"**
- 5) Select **"Create An Account"**
- 6) Follow Steps 1 thru 6
- 7) Select **"Higher Education/Student Aid"**
- 8) Select **2015** under **"Return Transcript"**, an asterisk (*) by the year indicates a **"Non-Filer's Statement"** is available

To Order by Mail:

- 1) Select **"Get Transcript By Mail"**
- 2) Enter information requested (**SSN, Birth Date, street address, and postal code currently on file with the IRS**)
- 3) Click **"Continue"**
- 4) Select **"Return Transcript"** and **2015**
- 5) Click **"Continue"**

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