

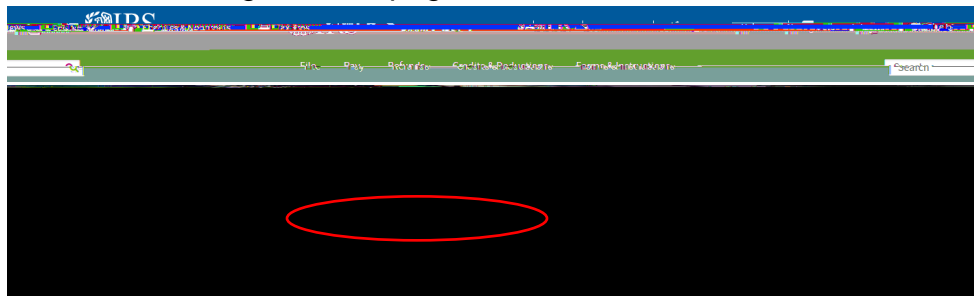


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How to Get an Official IRS Tax Return Transcript or Verification of Non-Filing Letter

Tax filers can request a transcript or non-filing letter, free of charge, of their tax return from the IRS in one of the following ways:

1. Online Request Available on the IRS Web site at <https://www.irs.gov/Individuals/Gettranscript>
Or from the IRS.gov home page, click on “Get Your Tax Record”



On the “Get Your Tax Record” page, you can register to download a copy of your transcript directly or you can have a copy mailed to you.



For the Type of Transcript select “Return Transcript” and in the Tax Year field, select appropriate year (i.e. 2022 taxes for 2024-25 FAFSA) If you did not file federal income taxes for required tax year, then you will be ordering a Verification of Non-Filing Letter”.

2. Telephone Request Available from the IRS by calling [800-908-9946](tel:800-908-9946)
 1. Tax filers must follow prompts to enter their social security number and the numbers in their street address.
 2. Select “Option 2” to request a IRS Tax Return Transcript and then enter year requested (2022 for 24-25 FAFSA year)
 3. 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.
 4. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

****The IRS has reformatted tax transcripts to better protect your sensitive data. Since this new format partially masks your personally identifiable information, please be sure to mark all pages with your name and Student ID Number when submitting your tax documents to the Financial Aid Office, so they can be identified properly. ****