

INFORMATIONAL PURPOSES ONLY – DO NOT SUBMIT THIS PAGE

## Instructions for Requesting Tax Documents from IRS

### IRS Data Retrieval Tool

*OPTION CURRENTLY UNAVAILABLE*

- ~~1. Log in to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)~~
- ~~2. Select “Make Corrections”~~
- ~~3. Click on the “Financial” tab~~
- ~~4. Select that you (or your parents) have “Already Completed” taxes~~
- ~~5. Click the “View Options to Link to the IRS”~~
- ~~6. Click “Link to IRS”~~
- ~~7. Select “OK” at the prompts~~
- ~~8. Complete by entering all information *exactly* as it appears on your tax return~~
- ~~9. Click “Submit”~~
- ~~10. Review the information for accuracy, then check the box next to “Transfer my Tax Information”~~
- ~~11. Click “Transfer Now”~~
- ~~12. Go to the end of your FAFSA and sign with your FSA ID~~
- ~~13. Click “Submit”~~

### IRS Tax Return Transcript

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Tax Return Transcript
  - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Tax Return Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Tax Return Transcript.
6. If you experience issues, you can call the IRS at 1-800-829-1040.

### Wage and Income Transcript

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Wage and Income Transcript
  - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Wage and Income Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Wage and Income Transcript

### Verification of Non-Filing Letter

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Verification of Non-Filing Letter
  - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Verification of Non-Filing Letter mailed to you. Please note this option takes 5-10 business days to be mailed.
  - b. If you are unable to use the “Get Transcript Online” and “Get Transcript by Mail”, you will need to complete and submit an IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS. **Please check box 7 to request a Verification of Non-Filing Letter.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Verification of Non-Filing Letter