

## How to Download an IRS Tax Transcript

If you are unable to use the IRS Data Retrieval Tool to import your 2021 tax information onto your FAFSA from the IRS database and you do not have a copy of the 2021 tax return you submitted to the IRS, you are able to submit an [IRS TAX RETURN TRANSCRIPT](#).

### **Option 1:**

You may request a copy of your 2021 IRS Tax Return Transcript on the IRS website at [www.irs.gov](http://www.irs.gov).

- Go to [www.irs.gov](http://www.irs.gov)
- Click the box for *Get Your Tax Record*
- Click the box for *Get Transcript Online*
  - You will be prompted to create an account
  - Make sure you download the 2021 **Return Transcript**

### **Option 2:**

You may call the IRS at 1-800-908-9946 and follow the prompts to request a Tax Return Transcript for 2021. You will receive a copy of your Return Transcript from the IRS in the mail within 5-10 business days.

## How to Request an IRS Non-Filing Letter

For individuals who have never filed a tax return with the IRS, complete the **IRS Form 4506-T** to request a copy of your 2021 IRS Non-Filing Letter.

- Complete lines 1 -4, following the instructions on page 2 of the form.
- Line 3: Enter the non-filer's street address and zip or postal code.
- Line 7: Select the checkbox on the right hand side for **Verification of Non-Filing**.
- Line 9: Year or period requested field, enter 12/31/2021.
- The non-filer must sign and date the form, and enter their telephone number.

Mail or fax the completed IRS Form 4506-T to the address or fax number provided on page 2 of the IRS Form 4506-T.

If the IRS Form 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-Filing letter at the address provided on your request within 10 -15 days.