

5

REQUEST:

View and print online:

- 1- Go to www.irs.gov
- 2- Click "Get Your Tax Record"
- 3- Select "Get Transcript ONLINE"
- 4- Create an account (you will need to provide an email for the confirmation code)
- 5- View and print the **Verification of Non-filing Letter, Tax Account Transcript or/ and Tax Return Transcript** for the year requested.

Alternative ways to obtain a tax transcript:

Order by phone:

- 1- Call the IRS Transcript Order Line at **1-800-908-9946**
- 2- Select the preferred language
- 3- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address that was listed on the latest tax return.
- 4- If you are requesting an **IRS Tax Return Account Transcript**, select "Option 1" and enter the appropriate year.
- 5- If you are requesting an **IRS Verification of Non-filing Letter**, Select "Option 2" and select the year requested or call 1-800-829-1040. If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request. *Please note: IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.*

By mail:

Request a transcript by mail, online <https://sa.www4.irs.gov/irfof-tra/start.do;jsessionid=RIZqf-yNj9PC1dxf3+jGUYbN> or download and complete the form <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and select which tax information you are requesting.