



Instructions for Obtaining Tax Related Documents

If 2022 income tax return information was not available or could not be used for one of the contributors on the FAFSA, follow the directions below to retrieve tax documents. Remember, every contributor must still provide consent on the FAFSA. Important Note: The instructions below apply to each tax filer. If parents filed separate tax returns for 2022, each would need to provide an IRS Tax Return Transcript.

A 2022 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Options for obtaining an IRS Verification of Non-Filing Letter:

If selected for verification, non-tax filers contributors may be required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2023 that indicates that a 2022 IRS income tax return was not filed with the IRS.

- **Paper Request Form:** - [IRS Form 4506-T](#) – complete lines 1-4, check the box on line 7, and indicate "12/31/2022" on line 9. Check the attestation box, sign, date, and submit it to the IRS as instructed, to the appropriate IRS office depending upon your state of residence.
 - **Online Request:** Go to www.irs.gov/transcript, and then choose "Get Transcript Online." Make sure to request a 2022 Verification of Non-Filing Letter.
 - **Amended Tax Returns (Uncommon):** Contributors who have amended their 2022 IRS tax return (e.g. corrections made to your 2022 tax return using Form 1040X) may be required to send our office a signed copy of their 2022 IRS Tax Return Form 1040 and Schedules 1-3 (if filed), 2022 IRS Tax Return Transcript,, and a signed copy of the 2022 IRS Form 1040X that was filed with the IRS. Directions are above.
 - **Victims of IRS Identity Theft (Uncommon):** Contributors who are unable to obtain a tax return transcript or use the Direct Data Exchange (FADDX) due to IRS Identity Theft must complete the Tax-Filer-Uncommon Situation form and send our office a signed copy of their 2022 IRS Tax Return Form 1040 and Schedules 1-3 (if filed) or request a Tax Return DataBase View Transcript (TRDBV) by calling the IRS at 1-800-908-4490.
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