



Curry College
Student Financial Services
1071 Blue Hill Avenue
Milton, MA 02186

INFORMATIONAL PURPOSES ONLY – DO NOT SUBMIT THIS PAGE

Instructions for Requesting Tax Documents from the IRS

IRS Tax Return Transcript

1. Go online to www.irs.gov
2. Click on “Get My Tax Record”
3. Follow the instructions to get your transcript online or by mail
4. Be sure to request your Tax Return Transcript
5. Once received, submit a copy of your transcript to the Student Financial Services Office by email, fax or mail

Verification of Non-Filing Letter

1. Go online to www.irs.gov
2. Click on “Forms & Instructions”
3. Print Form 4506-T
4. Complete the IRS Form 4506-T
 - a. For Verification of Non-filing letter check box 7
 - b. Year requested should be 12/31/2016 for 2018-2019 aid applicants. For other aid years, please inquire with the Student Financial Services Office
5. Fax or mail to the IRS
 - a. For Massachusetts filers, the fax number is 855-821-0094; other state filers please confirm the appropriate fax number on page 2 of the form
6. The IRS will mail you the Verification of Non-filing Letter. It is your responsibility to submit a copy to the Student Financial Services Office by email, fax or mail.