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## Instructions for Requesting Tax Documents from the IRS

### IRS Data Retrieval Tool

1. Log-in to our FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov)
2. Select “Make Corrections”
3. Click on the “Financial” tab
4. Select that you (or your parents) have “Already Completed” taxes
5. Click “View Options to Link to the IRS”
6. Click “Link to the 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 [irs.gov](https://irs.gov)
2. Select “Get your Tax Record”
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

### Verification of Non-Filing Letter

1. Go online to [irs.gov](https://irs.gov)
2. Select “Get your Tax Record”
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 and complete form. Please refer to page 2 of the form to determine the IRS Office your request should be submitted to.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Verification of Non-Filing Letter