How to Request IRS Tax Transcripts, Verification of Non-filing Statements, or Form W-2

If 2023 income tax return information was not available or could not be used, please provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 Federal Tax Return (IRS Form 1040) and applicable schedules.

A **2023 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 in the user's name (pay-as-you-go plans cannot be used), 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. Complete the form and check the appropriate box(es) (i.e. *Return Transcripts, Account Transcript, Record of Account, Verification of Non-filing,* or *Form W-2*). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.