

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

If 2024 income tax return information was not available or could not be used, please provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 Federal Tax Return (IRS Form 1040) and applicable schedules.

A **2024 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.