

## How to Use the IRS DRT, Request IRS Tax Transcripts, or Request Verification of Non-filing Statements

### **If you and/or your parent(s) filed taxes in 2017:**

- Use the **IRS Data Retrieval Tool** by going to [www.fafsa.gov](http://www.fafsa.gov), log in to your FAFSA record, select “**Make FAFSA Corrections,**” and navigate to the **Financial Information** section of the form. From there, follow the instructions to determine if you are eligible to use the **IRS Data Retrieval Tool** to transfer your Federal income tax information onto your FAFSA.

### **If you are not successful in using the IRS Data Retrieval Tool, you can request Tax Return Transcripts from the IRS in one of the following ways:**

- By Mail

1. Go to [www.irs.gov](http://www.irs.gov)
2. Select the “**Get Your Tax Record**” link.
3. Click on “**Get Transcript by MAIL**”.
4. Click “**OK**” on the pop-up message.
5. Use the Social Security Number and date of birth for the person listed on the Federal Income Tax Return for the year requested and the address on file with the IRS (normally this will be the address used on your Federal Income Tax Return).
6. You will be prompted to select “**Type of Transcript**” and then “**Tax Year.**” Make your selection and click “**Continue.**” You will get an acceptance message in the end.
7. If your request does not match, you will get an error message. You will be asked to try again or complete a **Form 4506-T** to get your transcript. Click on the link to **Form 4506-T** and print it. Complete the form, select the appropriate box(es), enter the year, sign, date, and mail it to the appropriate address as directed on the back of the form.

**NOTE: Your transcript will be mailed to the address listed on your tax return.** If you have moved since filing the tax return, you must complete a **Form 4506-T** and mail it to the appropriate address as directed on the back of the form. **Form 4506-T** can be found at [www.irs.gov](http://www.irs.gov) by clicking on the heading “Forms & Instructions”.

**NOTE:** If parents/spouse filed separate returns, a tax return transcript MUST be provided for both.

- Online

1. Go to [www.irs.gov](http://www.irs.gov)
2. Select the “**Get Your Tax Record**” link.
3. Click on “**Get Transcript Online**”.
4. Select “**Create Account**” and follow the steps to register. You must have an account number for one of the following to verify your identity and successfully create an account: a credit card, student loan, mortgage/home equity loan, home equity line of credit OR auto loan.
5. Upon successful registration, you will have the option to “continue” where you can choose what transcript you need. You can then view and print a copy of the required transcript.

- By Phone

1. Call 1-800-908-9946 to go through an automated phone transcript service to order a transcript to be sent by mail.

### **If you or a parent DID NOT file taxes in 2017:**

- You MUST request a Verification of Non-filing Statement from the IRS by completing Form 4506-T. Select “Verification of Non-filing”, enter the year, sign, date, and mail the form to the appropriate address as directed on the back of the form. Statements may take up to two weeks for delivery by mail.