

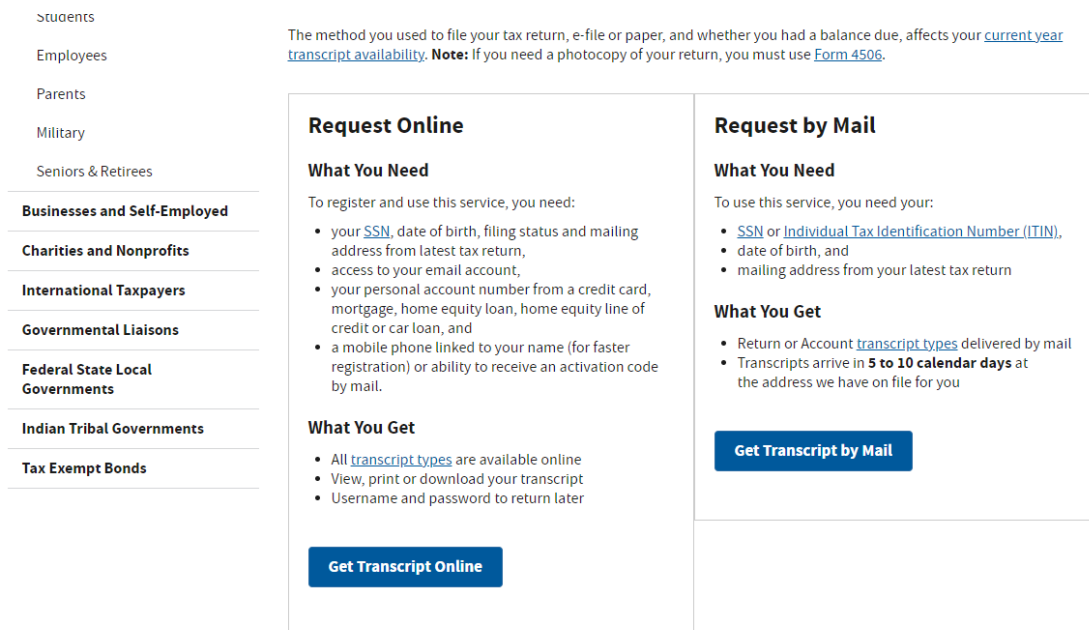
Students and parents are encouraged to use the IRS Data Retrieval Tool to import their federal income tax information to the 2022-23 FAFSA on the Web. College of the Sequoias will not require tax return documentation if the IRS Data tool was used (and no changes were made to the information).

For all other students, an **IRS Tax Return Transcript** may be required. **When requesting a transcript, please request a Tax Return Transcript.**

Per new federal regulation, all non-tax filers are required to request a **Verification of Non-filing Letter**. **You may only request this letter via options one (1), four (4), and five (5) below.**

You may request a free tax return transcript as follows:

1. **Request online at <https://www.irs.gov/individuals/get-transcript>** (Timeframe: 5 to 10 calendar days and mailed to the address IRS has on file for you **OR** you may request to print online for immediate access. **Keep in mind this “get transcript online” feature is not working for new users.**)



The screenshot shows the IRS transcript request page. On the left is a navigation menu with categories: Students, Employees, Parents, Military, Seniors & Retirees, **Businesses and Self-Employed**, Charities and Nonprofits, International Taxpayers, Governmental Liaisons, Federal State Local Governments, Indian Tribal Governments, and Tax Exempt Bonds. The main content area has a note: "The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#)." Below this are two columns. The left column is titled "Request Online" and lists "What You Need" (SSN, date of birth, filing status, mailing address, email account, personal account number, mortgage/home equity loan, and mobile phone) and "What You Get" (transcript types, view/print/download, and login). It has a "Get Transcript Online" button. The right column is titled "Request by Mail" and lists "What You Need" (SSN/ITIN, date of birth, mailing address) and "What You Get" (return or account transcript types, 5-10 day delivery). It has a "Get Transcript by Mail" button.

2. **By Telephone:** 1-800-908-9946 (Timeframe: 7-10 Business Days by Mail)

3. **IRS2Go App:** Available through Apple and Google Play. Search for: IRS2Go (Timeframe: 7-10 Business Days by Mail)

4. **By mail or fax (request form attached):** (Timeframe: 10 or More Business Days by Mail)

Mail to:	Fax to:
Internal Revenue Service	
RAIVS Team	855-298-1145
Post Office Box 9941	
Mail Stop 6734	
Ogden, UT 84409	

Request for Transcript of Tax Return

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506-T, visit www.irs.gov/form4506t.**

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 Customer file number (if applicable) (see instructions)	

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

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Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	
Spouse's signature	Date

Sign Here