

HOW TO OBTAIN A TAX RETURN TRANSCRIPT



1

ONLINE—Go to **IRS.gov**, click “**Get Your Tax Record .**”

-Follow instructions to “Get Transcript ONLINE.”

-Download and print immediately after verifying your identity.

Must be able to provide credit card, auto loan, mortgage/home equity, or line of credit information to utilize this option. **OR**



2

MAIL—Go to **IRS.gov**, click “**Get Your Tax Record**”

-Follow instructions to “Get Transcript by MAIL.”

Be sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript” **OR**

-Complete **IRS Form 4506-T** (check box 6.a.) or **Form 4506T-EZ** to request transcripts by mail. Enter **WNCC Student ID Number** on line **5b**, **Customer File number**.



3

PHONE—Automated Telephone request (800) 908-9946.

Allow 5-10 business days for delivery by mail.

Get Transcript Online FAQs: <https://irs.gov/individuals/get-transcript-faqs>

HOW TO OBTAIN A VERIFICATION OF NONFILING LETTER

1

ONLINE—Go to **IRS.gov**, click “**Get Your Tax Record .**”

-Follow instructions to “Get Transcript ONLINE.”

-Download and print immediately after verifying your identity.

Must be able to provide credit card, auto loan, mortgage/home equity, or line of credit information to utilize this option.

2

MAIL—Complete **IRS Form 4506-T**, *Request for Transcript of Tax Return*, check box 7 *Verification of Nonfiling*. Enter **WNCC Student ID Number** on line **5b**, **Customer File number**. *IRS forms available online at **IRS.gov**, “Forms & Pubs” or by calling (800) 829-3676.

Questions?

Call **WNCC Financial Aid Office**

Ph: (308) 635-6011 Fax: (308) 635-6732

Email: Secure filedrop <https://docsafe.wncc.edu/filedrop/FINAID>