

# 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.*



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>**