

How to Order a Free IRS Tax Return Transcript, W2 form &/or Non-Filer letter

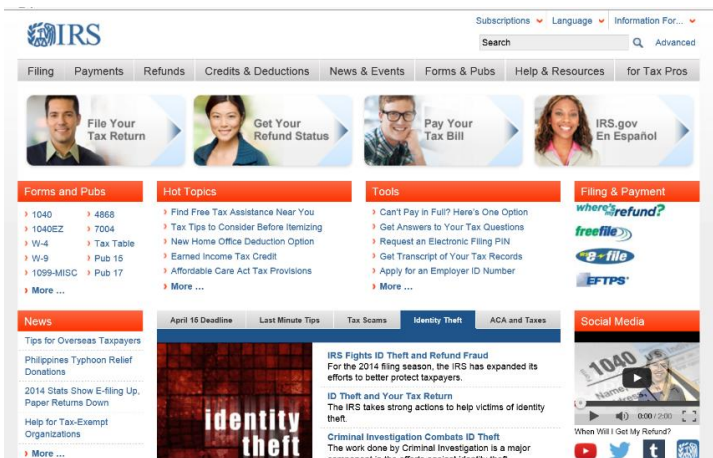
If you, your spouse (if married) or your parents (if dependent) need to document your taxable income to fill out a FAFSA application or to comply with verification requirements, you can request an IRS "Tax Return Transcript" and/or a "Wage & Income transcript" (W2 statement) free of charge. A "RETURN TRANSCRIPT" will show a full summary of your tax information. If you made changes/amended your tax return, you may be required to provide a copy of the "1040X" form.

Please note: Consistent with the Supreme Court decision holding Section 3 of the Defense of Marriage Act (DOMA) unconstitutional, same sex couples must report their marital status as MARRIED if they were legally married in a state or other jurisdiction (foreign country) that permits same sex marriage, without regard to where the couple resides.

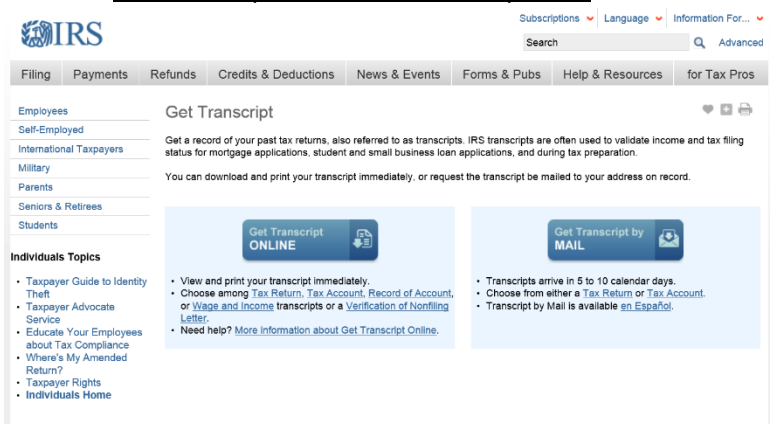
There are Different ways to request tax transcripts and wage/income transcripts (W2) from the IRS:

(1) Online Request

- Direct yourself to the IRS Web site at "www.irs.gov".
- Under the "Tools" section, click "Get Transcript of Your Tax Records"



You will be presented with two options:



The "ONLINE" option will give you access to a printable version of your requested form. You will be prompted to create an account to continue using this option



Sign In

User ID

☐ Mask User ID

[Forgot User ID](#)

Sign Up

You must sign up to create or reactivate your account.

[IRS Privacy Policy](#) | [Accessibility](#)



Sign Up: Step 1 of 6

All fields are required.

First Name

Last Name

Email

Confirm Email

Click the "Send Email Confirmation Code" button. A confirmation code will be sent to your email address.

Upon creating an account, you will be emailed a confirmation code. After entering the confirmation code, additional tax filer's personal information will be questioned for verification purposes. If the information is successfully validated, you will be prompted with an option of transcripts.

Select the “Higher Education/Student Aid” button & under the “Return Transcript Box”, select the appropriate tax year. Print out your “Tax Return Transcript”



[Sign Out](#)

Sample of Return Transcript below:

Get Transcript

Please select the reason you are requesting a transcript to help us determine the appropriate transcript for your needs.

- | | | |
|--|---|--|
| ☐ Higher Education/Student Aid | ☐ FEMA/Disaster Related | ☐ State or Local Tax Issue |
| ☐ Mortgage Related | ☐ State Licensing | ☐ Income Verification |
| ☐ Federal Tax | ☐ Small Business Loan | ☐ Health Care |
| ☐ Immigration | ☐ Housing Assistance | ☐ Other |

Below are the transcripts and years available.

Return Transcript					Record of Account Transcript				
2013*	2012	2011	2010		N/A	2012	2011	2010	
Account Transcript									
N/A	2012	2011	2010	2009	N/A	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

* The “Verification of Non-Filing” letter provides proof from the IRS that you did not file a return for the year you have selected.

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ice-webapp (version 14.1.1.1)

Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date: 03-04-2009
Response Date: 03-04-2009
Tracking Number: 100000070432

SSN Provided: 000-00-0100
Tax Period Ending: Dec. 31, 2008

The following items reflect the amount as shown on the return (FR), and the amount as adjusted (FC), if applicable. They do not show subsequent activity on the account.

SSN: 000-00-0100 SPOUSE SSN: 000-00-0200
NAME(S) SHOWN ON RETURN: JOHN DOE & JANE DOE
ADDRESS: 300 ANYSTREET BLVD
DALLAS, TX 77000-0000-000

FILING STATUS: Married Filing Joint
FORM NUMBER: 1040
CYCLE POSTED: 20091408
RECEIVED DATE: Feb. 15, 2009
REMITTANCE: 0.00
EXEMPTION NUMBER: 5
DEPENDENT 1 NAME CTRL: ABGR
DEPENDENT 1 SSN: 000-00-0300
DEPENDENT 2 NAME CTRL: ABGS
DEPENDENT 2 SSN: 000-00-0400
DEPENDENT 3 NAME CTRL: ABGS
DEPENDENT 3 SSN: 000-00-0500
DEPENDENT 4 NAME CTRL: ABGS
DEPENDENT 4 SSN: 000-00-0500
SOURCE: 0000 0000

If you choose the “Get Transcript by MAIL” option, you will be prompted to enter the tax filer’s information. Enter the tax filer’s social security number, date of birth, street address, and zip or postal code. It is best to enter the address on this screen as it appears on the tax form or it might not match the information in the IRS database.

IRS.gov

Contact Us | Exit

Get Transcript

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All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

- -

Date of Birth

Day / Month /

Street Address ?

ZIP or Postal Code ?

[Continue](#)

[IRS Privacy Policy](#)

IRS.gov

Contact Us | Exit

Order a Transcript

Type of Transcript ?

Return Transcript
Select
Account Transcript
Return Transcript

for

Tax Year ?

Select

[Continue](#) [Select Transcript Type](#)

If the information is successfully validated, you will be given the option of choosing an Account or Return transcript. Be sure to select “Return Transcript” and the correct tax year.

Tax filers can expect to receive a paper IRS Tax Return Transcript at the address within 5-10 days from the date the online request was submitted. **Tax return transcript will be mailed to the address listed on the tax form.**

NOTE: If your information does not validate with the IRS “Get Transcript ONLINE” or the “Get Transcript by MAIL” options, you will need to use one of the below options to obtain your tax information

(2) Paper Mail Request:

The “4506-T” form will also give you the option of requesting a W2 form and a non-filer letter as well as choosing multiple forms simultaneously. A printable version of the 4506-T form can also be found on the “Printable Forms” section of our webpage (www.hostos.cuny.edu/ofa/print). Be sure to choose the correct tax year and type of transcript you wish to receive.

(3) Using the "IRS2GO" Mobile APP:

Download the IRS2Go App

If you have an Apple iPhone or iTouch or an Android device, you can download the free IRS2Go app.

Select the "Tax Records" & enter the tax filer's information.



(4) Telephone Request:

Call the IRS at 1-800-908-9946. Follow the prompts to enter required information and select IRS Tax Return Transcript option:

- You will be asked to enter the tax filer's social security number and verify the entered information.
- You will be asked to enter the numbers on the address entered on the tax filer's tax forms not including the zip code and without special characters such as commas, periods, numeric pound sign (, . #), etc, and without any letters. For example: For address 423 Student Ave Apt#1C, Bronx N.Y. 10499, you will enter 4231.
- You will be asked to choose a "Return Transcript" or "Account Transcript". Choose the option of RETURN Transcript.

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.

(5) Victims of Identity Theft:

Beginning with the 2013 tax year, tax filers who, because of IRS identity theft, are denied an IRS Tax Return Transcript using one of the regular request processes will be referred to the Identity Protection Specialized Unit (IPSU); Filers who believe they are victims of identity may call 1-800-908-4490 or go to the ID theft section of the IRS website. You will need to fill out the IRS Identity Theft Affidavit - [Form 14039](#). After the IPSU authenticates the tax filer's identity, the tax filer can request that the IRS mail to the tax filer an alternate paper tax return transcript called Transcript Database View (TRDBV).

To find the 14039 form: Go to www.irs.gov, scroll down and click on a link titled "Identity theft". On that page you can find other useful information regarding protecting your information.