

## IRS INCOME TAX TRANSCRIPT AND NON-TAX FILER REQUEST INFORMATION

### To request IRS Tax Transcript

Free of charge, tax filers may request a transcript of their 2017 tax return from the IRS. This process is the same for the parent/student or the student/spouse. The IRS Web site is [www.irs.gov](http://www.irs.gov), and an image of the website appears below. Click on “Get Your Tax Record.” The next page will provide what is needed to retrieve your 2017 tax transcript to complete your FA verification at Shelton State.



The screenshot shows the IRS website homepage. At the top left is the IRS logo. To the right is a search bar and navigation links for 'Charities & Nonprofits' and 'Tax Pros'. Below this is a horizontal menu with categories: 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main content area features several service tiles. The tile for 'Get Your Tax Record' is circled in red. Other tiles include 'Get Free Tax Preparation Help', 'Disaster Relief', 'Get Answers to Tax Questions', 'Individual Taxpayer ID Number (ITIN)', 'Free File', 'Find Out How Much You Owe', and 'Preparer Tax ID Number (PTIN)'.

### Get Transcript Online

#### What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

#### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

### Get Transcript by Mail

#### What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

#### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

### **To Request Non-Tax Filer Letter for 2017 Income Tax year**

All parents and independent student nontax filers selected for verification by the Department of Education are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2017 that indicates that a 2017 IRS tax return was not filed with the IRS. Therefore, the independent student and/or parent, if applicable, must both obtain this letter if neither file. To request this documentation, you may use the instructions provided below to complete the Form 4506-T.

#### **Instructions for Nontax Filers Completing the Form 4506-T Verification for Non-Filing.**

1. Visit <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete sections 1a through 5.
3. Click the box on line 7, "Verification of Non-Filing."
4. Enter the date of 12/31/2017 on line 9.
5. Click the box above the signature section.
6. Print the completed Form 4506-T and sign.
7. Mail or fax Form 4506-T to the address/fax number listed in the middle column of the instructions attached to the 4506-T form for the state you live in.

#### **After you receive your Non-Filing letter from the IRS (13873-V Non-Filing Letter).**

1. Put your Shelton State student number on the letter, keep a copy of the letter for your records
2. Required documents should be mailed or delivered to the address listed below.

Address: Enrollment Services

Shelton State Community College

9500 Old Greensboro Road

Tuscaloosa AL 35405