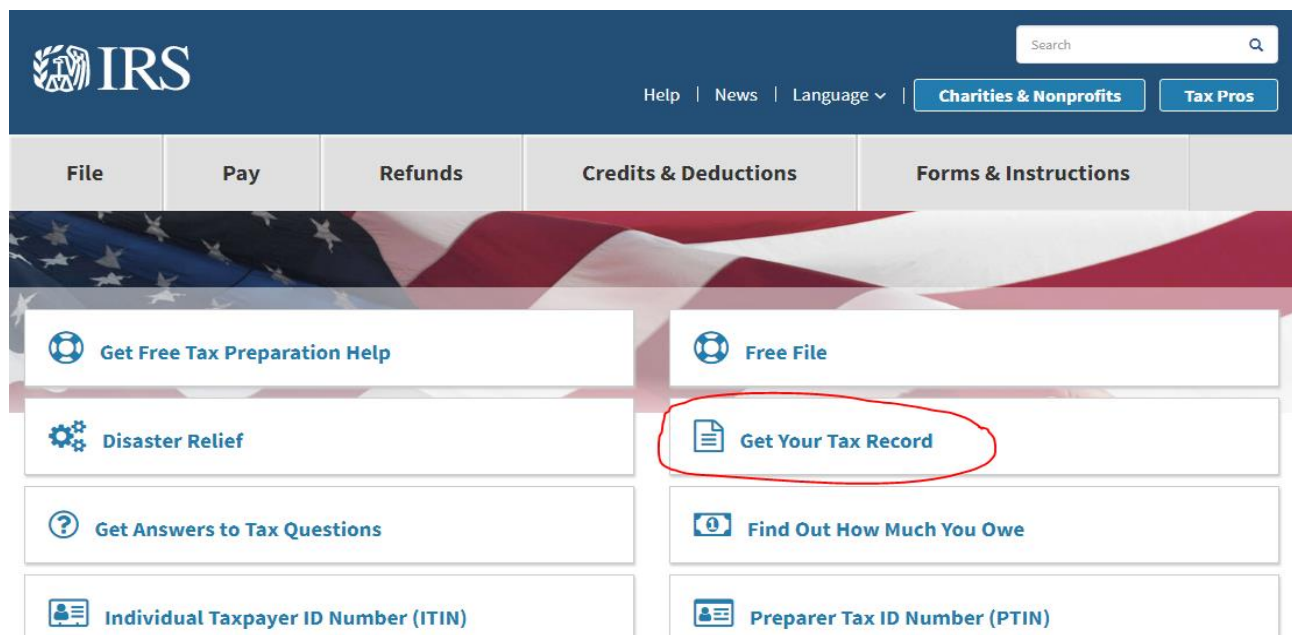


## IRS INCOME TAX TRANSCRIPT AND NON-TAX FILER REQUEST INFORMATION

### To Request IRS Tax Transcript

Free of charge, tax filers may request a transcript of their 2020 tax return from the IRS. This process is the same for the parent/student or the student/spouse. The IRS website 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 2020 Tax Transcript to complete your financial aid (FA) verification at Shelton State.



### 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 2020 Income Tax Year**

All parents and independent student non-tax 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, 2020 that indicates a 2020 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 filed. To request this documentation, you may use the instructions provided below to complete the Form 4506-T.

### **Instructions for Non-tax 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 12/31/2020 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 in which you live.

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

1. Put your Shelton State myShelton username on the letter; keep a copy of the letter for your records.
2. Mail or deliver required documents to the address listed below.

Enrollment Services  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405