

HOW TO GET IRS DOCUMENTS

(For your reference only. Do not submit to the Office of Financial Aid Services.)

How to get an **IRS Tax Return Transcript**, free of charge:

- 1) **ONLINE** - Go to www.irs.gov. Click "Get Your Tax Record" then choose "Get Transcript Online" and follow instructions. Make sure to request the "IRS Tax Return Transcript" and *not* the "IRS Tax Account Transcript."
- 2) **By MAIL** - Go to www.irs.gov. Click "Get Your Tax Record" then choose "Get Transcript by Mail" and follow instructions. Make sure to request the "IRS Tax Return Transcript" and *not* the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- 3) **Automated Telephone Request – 1-800-908-9946**. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- 4) **Paper Request Form – Download IRS Form 4506-T Request for Transcript of Tax Return** at www.irs.gov. Fill in applicable information on lines 1 through 4. Choose line 6a (Return Transcript). You may choose line 6c (Record of Account). On item 9, indicate year 2017.

The transcript is generally received within 10 business days from date of the IRS's receipt of the paper request form. **Important:** Please do not request the IRS to send transcripts directly to us. We need you to write in the student's MSU ID to properly match documents.

An **IRS Verification of Non-filing Letter** provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. Note: If you typically would have filed a Puerto Rican or Foreign Income Tax Return you must submit appropriate non-filing documentation from a relevant tax authority.

How to get an **IRS Verification of Non-filing Letter**, free of charge:

- 1) **ONLINE** - Go to www.irs.gov. Click "Get Your Tax Record" then choose "Get Transcript Online" and follow instructions. Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2017**".

If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

Note: Online request is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed below.

- 4) **Paper Request Form – Download IRS Form 4506-T Request for Transcript of Tax Return** at www.irs.gov. Fill in applicable information on lines 1 thru 4. Choose line 7 (Verification of Nonfiling). On line 9, indicate year 2017.

The letter is generally received within 10 business days from the date of the IRS's receipt of the paper request form. **Important:** Please do not request the IRS to send this letter directly to us. We need you to write in the student's MSU ID to properly match documents.

How to get an IRS Wage and Income Transcript, free of charge:

You may submit an IRS Wage and Income Transcript in lieu of W2s. If you need to obtain an IRS Wage and Income Transcript(s), follow the same procedure as above.

VICTIMS OF ID THEFT:

If you are a victim of IRS tax-related identity theft and cannot obtain a tax return transcript, you may have to contact the IRS Identity Protection Specialized Unit (IPSU) at 800-908-4490 to obtain an alternate tax transcript called Tax Return Database View (TRDBV). Submit this alternate transcripts and a signed and dated statement that you are a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.