How to Order A Tax Transcript/"Verification of Non-Filing" letter

www.IRS.gov

- Select “Get Transcript of Your Tax Records”

- Select “Get Transcript ONLINE”

Click “OK”
• If you already have a Sign In – login

• If you DO NOT have a Sign in ➢ Click “Create an Account” Follow directions to create an account

Once account has been created – “Get Transcript” screen should appear

• Select “Higher Education Student Aid”

• Under Return Transcript
Select Appropriate Year

• Make sure “Pop-up Blocker” Is off
• Transcript will open in a new window

• Print Transcript

• Close Transcript Window

• Sign Out