

How to Order a Tax Transcript or Verification of Non-Filing Letter

www.irs.gov



Select "Get Your Tax Record"

Request 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

[Get Transcript by Mail](#)

Select "Get Transcript by MAIL"

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

[OK](#)

Click "OK"

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See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

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

Date of Birth
MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

Enter Requested Information

NOTE: Use Primary Filer's Information

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Get Transcript by Mail

Select Transcript Type ?

- Account Transcript
- Return Transcript

Select Tax Year ?

- 2018
- 2017
- 2016
- 2015

Customer File Number ?
Numeric input only (0-9)

CONTINUE

Select "RETURN Transcript"

Select Appropriate Tax Year
2017 for Academic Year 2019-2020
2018 for Academic Year 2020-2021

Enter SUNY Orange Student ID A#
(Only Numeric Portion)

Click on Continue

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Get Transcript by Mail

We have accepted your request for a 2018 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT **RECEIVED**

Verify message that transcript will be mailed to you.

Click on Exit