**How to Order A Tax Transcript/"Verification of Non-Filing" letter** [**www.IRS.gov**](http://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**