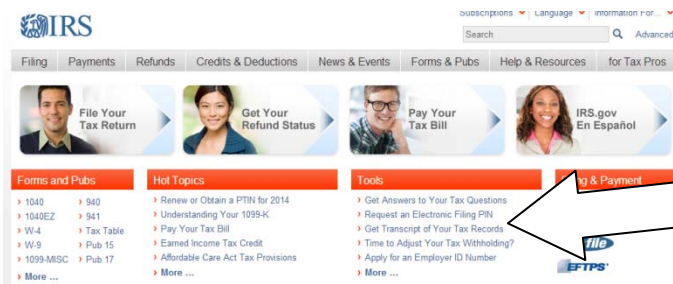
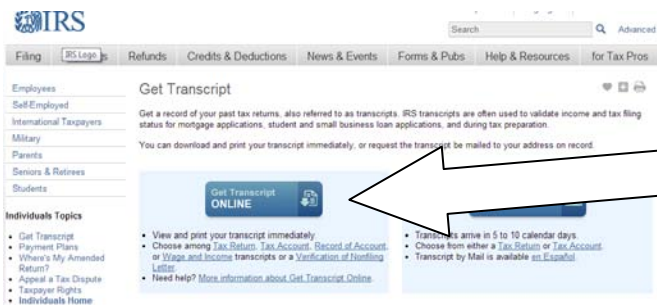


How to Order A Tax Transcript/"Verification of Non-Filing" letter

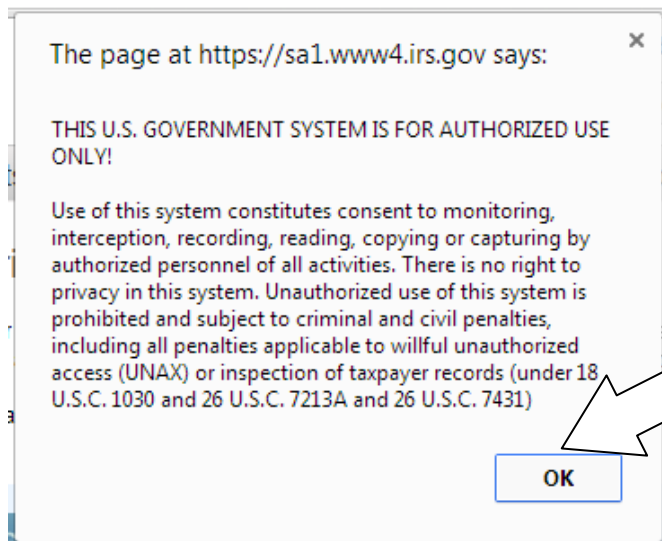
www.IRS.gov



- Select
“Get Transcript of Your Tax Records”



- Select
“Get Transcript ONLINE”



- Click “OK”



Create a Login

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Reauthenticate your user ID and password.

[Information you need to verify your identity](#)

[GET STARTED](#)

Login

User ID

☐ Mask User ID

[Forgot User ID](#)

[LOGIN](#)

- If you already have a Sign In – login

- If you DO NOT have a Sign in
➤ Click “Create a Login”
Follow directions to create a login

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



Welcome, R

Signed in as: R [REDACTED] | [Profile](#) | [Sign Out](#)

Get Transcript

Select a reason you need a transcript:

- Select Reason
- Higher Education/Student Aid
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Other

[GO](#)

[IRS Privacy Policy](#)

[icoe-webapp](#)

- At drop down Select
“Higher Education/Student Aid”
Click on GO



Welcome, R

Signed in as: R [REDACTED] LE | [Profile](#) | [Sign Out](#)

Get Transcript

Select a reason you need a transcript:

Higher Education/Student Aid

[GO](#)

You selected: **Higher Education/Student Aid**
We suggest you download: **Return Transcript**

Below are the transcripts and years available:

Return Transcript

N/A

2013

2012

2011

Record of Account Transcript

N/A

2013

2012

2011

Account Transcript

N/A

2013

2012

2011

Wage & Income Transcript

2014

2013

2012

2011

Glossary

Return Transcript
Tax Return Transcripts show your tax return information from your tax return.

Record of Account Transcript
Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
Tax Account Transcripts provide any adjustments either you or we made after you filed your return. This transcript shows basic data, including marital status, type of return filed, adjusted gross income and taxable income.

Wage & Income Transcript
Wage and Income Transcripts show data from information returns, such as W-2s, 1099s and 1088s, reported to the IRS. Most recent year information may not be complete until July.

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[icoe-webapp](#) (version 15.1.1.98)

For copy of “Return Transcript” or
”Verification on Non-filing Letter”

- Under Return Transcript
Select Appropriate Year
- For copy of “Wage & Income Transcript”
- Under Wage & Income 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