



# Instructions for Requesting Tax Transcripts or Verification of Non-Filing Letter

## IRS Tax Transcripts/Verification of Non-Filing Letter

Use these instructions to request your IRS Tax Transcripts or Confirmation of Non-Filing Letter by mail or online.

Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript).



[Home](#) / [File](#) / [Individuals](#) / [Your Information](#) / [Get Transcript](#)

## Get Your Tax Record

### 1. Receive your transcript by mail.

#### Alternative to Requesting a Transcript Online

We recommend requesting a transcript online, since that's the fastest method. If you can't get your transcript online, you can request one by mail instead.

#### What You Need

To request a transcript by mail, you need your mailing address from your latest return.

#### What You Get

- Tax Return or Tax Account [transcript types](#) delivered by mail
- If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request.
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

Follow the instructions provided.


### Get Transcript by Mail

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**

### Get Transcript by Mail

Select Transcript Type [?](#)

Account Transcript

Return Transcript

Select Tax Year [?](#)

2020

2019

2018

2017

Customer File Number [?](#)

Numeric input only (0-9)

**CONTINUE**

### Get Transcript by Mail

We have accepted your request for a 2020 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** **REQUEST A DIFFERENT TRANSCRIPT**

When you complete the process, it will take 5-10 days to receive the transcript in the mail.

## 2. Request your transcript online.

Order copies of tax records including transcripts of past tax returns, tax account information, wage and income statements and non-filer letters.

If you want to find out how much you owe, verify your payment history, get your prior year Adjusted Gross Income (AGI) to e-file or see other tax information, you may not need a transcript. View this information in [your tax account](#) instead.

The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your [current year transcript availability](#).

### Request Online

Request your transcript online for the fastest result.

#### What You Need

If you don't have an existing IRS username or ID.me account, have your photo identification ready.

#### What You Get

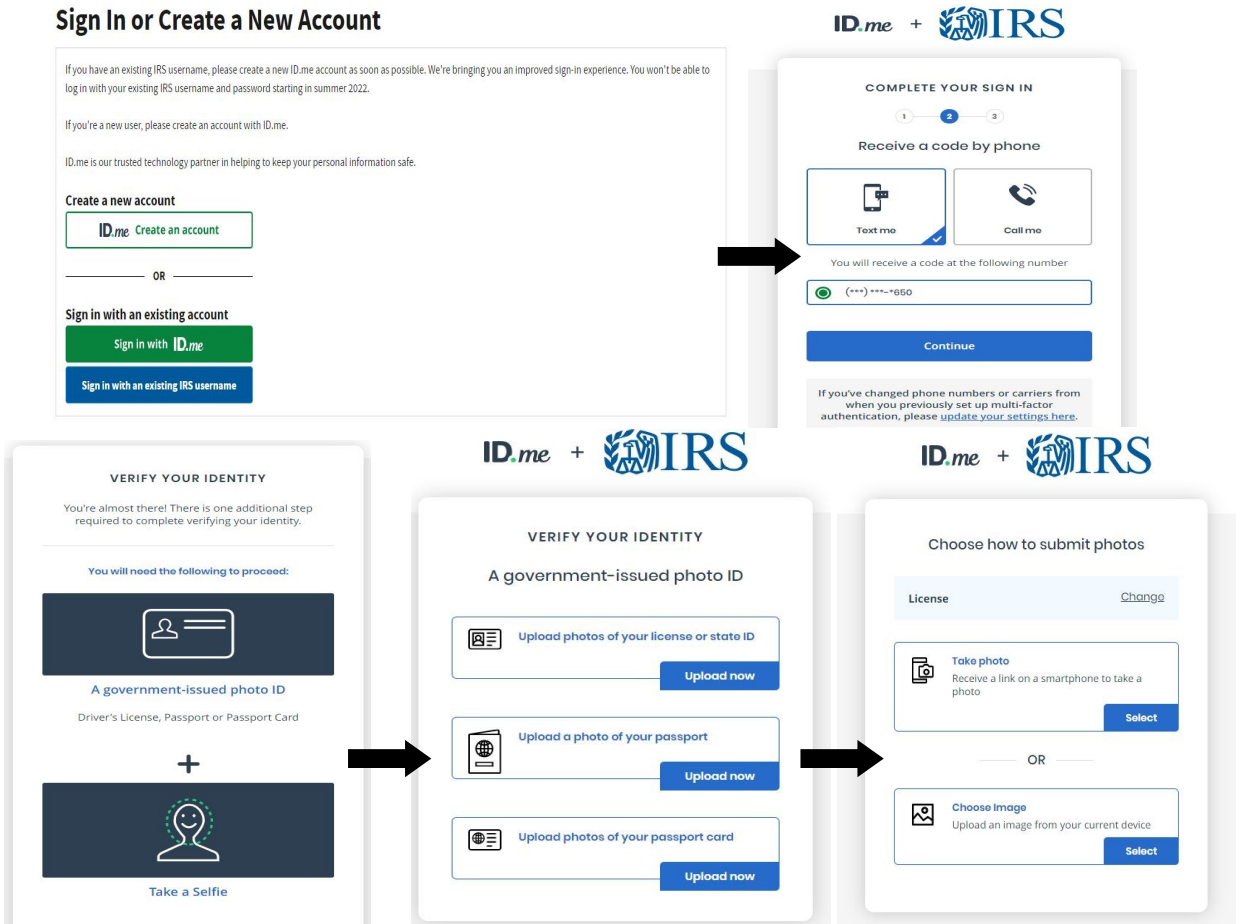
- All [transcript types](#) are available online
- View, print or download your transcript
- Verify your identity once, and you can easily return later to get a transcript or use other IRS online services.

[Get Transcript Online](#)

**Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.**

You will need to log in or create an account. Once logged in, follow the screens below. You will need your government issued ID, computer and cell phone to complete the process.

### Sign In or Create a New Account



## IRS Tax Transcripts/Verification of Non-Filing Letter

You will choose **Higher Education/Student Aid** for the reason and click **“GO”**. You will then choose **“Return Transcript”** from the appropriate year. Once you select the appropriate year, a PDF will open with your transcript or verification of non-filing letter.

**AUTHORIZE THE INTERNAL REVENUE SERVICE**

Before we send you back to The Internal Revenue Service, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

The Internal Revenue Service will receive:

- First Name
- Last Name
- Full SSN
- Phone
- City
- Postal Code
- Middle Name
- Email
- Birth Date
- Street
- State
- Group Association

You can remove this access at any time by changing your ID.me account settings.

### Get Transcript

Select a reason you need a transcript:

Customer File Number:

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

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
2020	2020
2019	2019
2018	2018
2017	2017

Account Transcript	Wage & Income Transcript
2020	2020
2019	2019
2018	2018
2017	2017

### Glossary

**Return Transcript**  
Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ), as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

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