

Instructions of obtain an IRS tax transcript for 2021

- Get Transcript by Mail – Go to www.irs.gov , click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

Order the required tax year that FAFSA is requesting.

- Get Transcript Online – Go to www.irs.gov , click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "**Return Transcript**" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

For parents of dependent student that did not file taxes in the year 2021

- Get Transcript by Mail – Go to www.irs.gov , click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "**Verification of Non-filing**" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

Order the required tax year that FAFSA is requesting.

- Get Transcript Online – Go to www.irs.gov , click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "**Verification of Non-filing**" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.