

Directions for Obtaining IRS Transcripts for Financial Assistance Applicants

An IRS Return Transcript can be submitted with your completed fee assistance application if you do not have a copy of your 1040 document. The transcript includes most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. There is no fee to request a transcript and no limit on the amount of times it can be requested.

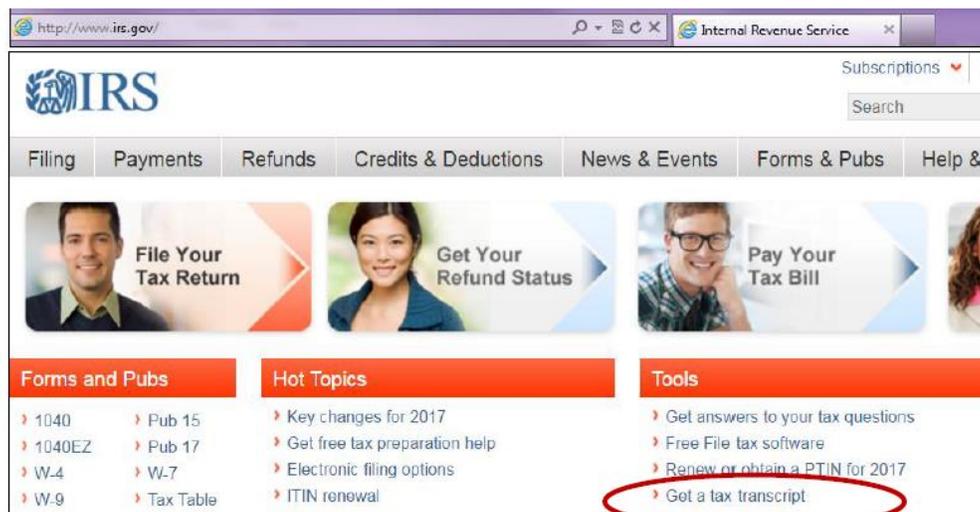
If you did not file taxes in the most recent tax year, you must instead submit the **Verification of Non-Filing** to show that no transcript exists. Applications will not be reviewed by staff without either your most recent 1040 form or one of these two documents.

Both forms can be obtained in several ways:

- **Online:** The fastest way to access your transcript. You can create an online account for same-day retrieval, or you can request that the transcript be sent to you via mail. See instructions below.
- **By Phone:** Call the automated retrieval service at 1-800-908-9946 and follow the voice-activated prompts.
- **In Person:** Visit a local IRS office (find a list at <http://www.irs.gov/uac/Contact-My-Local-Office-in-north-carolina>).
- **By Mail:** Download a "Request for Transcript of Tax Return" (Form 4506-T) from www.irs.gov and send it by mail or fax as directed.

Get Transcript Online

- Visit www.irs.gov. On the home page, under Tools, select "Get a tax transcript".



- Select "Get Transcript Online".

<div style="text-align: center; border: 1px solid #0056b3; padding: 5px; margin-bottom: 10px;"> Get Transcript ONLINE </div> <p>What You Need To register and use this service, you need:</p> <ul style="list-style-type: none"> • your SSN, date of birth, filing status and mailing address from latest tax return, • access to your email account, • your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and • a mobile phone with your name on the account. <p>What You Get</p> <ul style="list-style-type: none"> • All transcript types are available online • View, print or download your transcript • Username and password to return later 	<div style="text-align: center; border: 1px solid #0056b3; padding: 5px; margin-bottom: 10px;"> Get Transcript by MAIL </div> <p>What You Need To use this service, you need your:</p> <ul style="list-style-type: none"> • SSN or Individual Tax Identification Number (ITIN), • date of birth, and • mailing address from your latest tax return <p>What You Get</p> <ul style="list-style-type: none"> • 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
---	--

Note: To use Get Transcript Online, you must have your SSN (Social Security Number) and immediate access to your email account to confirm your email address. Then you'll need to answer personal, financial, and tax-related questions to verify your identity.

- Create your <https://www.irs.gov/> login. You will need to enter your Full Name, email, birthdate, Social Security Number (SSN) or Individual Tax Identification Number (ITIN), tax filing status, current address, a mobile phone number, and a number from ONE of your financial accounts. (It may take a few minutes or hours to receive account confirmation via email.)

<p>First Time Users</p> <p>If this is the first time you are using this online service, we will need to verify your identity before we proceed.</p> <div style="text-align: center; margin-top: 20px;"> GET STARTED > </div>	<p>Returning Users</p> <p>Log in below if you've previously registered through any of the following applications:</p> <ul style="list-style-type: none"> • Get Transcript • Identity Protection PIN (IP PIN) • Online Payment Agreement (OPA) • ePostcard • Qualified Intermediary System (QIWP/WT) <p>Username</p> <input style="width: 100%;" type="text"/> <p><input type="checkbox"/> Mask Username</p> <div style="text-align: center; margin-top: 10px;"> LOG IN > </div> <p style="text-align: center;">Forgot Username</p>
--	---

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

- Log into your account. Under "Get Transcript", select the reason you need a transcript as "Income Verification."

Get Transcript

Select a reason you need a transcript:

You selected: **Income Verification**
We suggest you download: **Return Transcript**

- Under "Return Transcript", select the most recent year available. The document will open as a PDF which you can download, print, and staple to your application packet. If you did not file taxes for the most recent year, select the "Verification of Non-Filing" option instead.



Signed in as: **JANE G. DOE** | [Profile](#) | [Sign Out](#)

Welcome, **JANE**

Get Transcript

Select a reason you need a transcript:

You selected: **Income Verification**
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

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

Get Transcript by Mail

- Visit www.irs.gov. On the home page, under Tools, select "Get A Transcript of Your Tax Records".
- Select "Get Transcript by Mail". A Spanish option is available as well (click "en Español").

<div style="text-align: center; background-color: #0056b3; color: white; padding: 5px; border-radius: 5px;">Get Transcript ONLINE </div> <p>What You Need To register and use this service, you need:</p> <ul style="list-style-type: none">• your SSN, date of birth, filing status and mailing address from latest tax return,• access to your email account,• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and• a mobile phone with your name on the account. <p>What You Get</p> <ul style="list-style-type: none">• All transcript types are available online• View, print or download your transcript• Username and password to return later	<div style="text-align: center; background-color: #0056b3; color: white; padding: 5px; border-radius: 5px;">Get Transcript by MAIL </div> <p>What You Need To use this service, you need your:</p> <ul style="list-style-type: none">• SSN or Individual Tax Identification Number (ITIN),• date of birth, and• mailing address from your latest tax return <p>What You Get</p> <ul style="list-style-type: none">• 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
--	---

Note: To use Get Transcript by Mail, you will need your SSN or ITIN (Individual Taxpayer Identification Number), date of birth, and address from your latest tax return.

- Enter your SSN or ITIN, date of birth, street address, and zip code. Click "Continue".



Get Transcript

All fields are required

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#) ?

- -

Date of Birth

Day Month

[Street Address](#) ?

[ZIP or Postal Code](#) ?

- Under "Type of Transcript", select Return Transcript. Under "Tax Year", select the most recent option. Click "Continue".

Get Transcript

Type of Transcript [?](#)
Return Transcript ▼

for Tax Year [?](#)
2014 ▼

Continue

The final screen will confirm that your request has been received, and you will receive the document in the mail in 5-10 days (after which you can submit it along with the fee assistance application and last two pay stubs).