

## Get Tax Return Transcript Online

The IRS has announced the relaunch of its Get Transcript Online tool, which is available at [www.irs.gov](http://www.irs.gov) under the “Tools” tab by clicking “Get a tax transcript” and then “Get Transcript Online.” The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript or, if appropriate, a verification of non-filing. The Get Transcript Online tool uses a new enhanced two-step, multi-factor authentication process that requires the user to register before submitting a transcript request.

To use the new 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). Note that the IRS Get Transcript Online registration process will not result in any charges to the card or to the financial account.

During the new Get Transcript Online registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the Get Transcript Online registration. Note that the IRS will never request log-in information or personal data via email or text.

A tax filer who is not able to successfully register for the Get Transcript Online, will be able to request a tax return transcript using one of the other methods discussed below.

### Requesting Tax Transcripts by Mail, Paper, or Phone.

A tax filer may also obtain a tax return transcript by electronically submitting a transcript request using the IRS Get Transcript by Mail option at <http://www.irs.gov>, by submitting a paper Form 4506T-EZ or 4506-T, or by calling 1-800-908-9946. These request methods will result in the IRS mailing a paper transcript to the address on file with the IRS. Unless the tax filer has formally changed their address with the IRS (through the IRS change of address processes), the address on file with the IRS is the one used on the individual’s last filed tax return.

**IMPORTANT:** The IRS does not accept requests for transcripts at its Taxpayer Assistance Centers.

### Verification of Non-filing

Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year. Individuals who are not able to successfully register to use the Get Transcript Online tool will need to request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. A VONF letter is not available through the online Get Transcript by Mail or through the automated phone request process.

If you have any questions about the relaunch of the Get Transcript Online tool or any other IRS product or service, please visit [www.irs.gov](http://www.irs.gov).

For both the 2016-2017 Financial Aid Award Year, and the 2017-2018 Financial Aid Award Year, you will need your 2015 Federal Tax Return Transcripts.

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