

## **IRS Non-Tax Filer/2019 Tax Return Transcript Request**

Your parent(s) indicated on your 2021 – 2022 FAFSA that either one or both parent(s) did not file a 2019 Federal Income Tax Return with the IRS (Form 1040). **In order for MSU Financial Aid Office to verify this, parent(s) must submit the 4506-T form to the IRS (If both parents did not file taxes, they both must complete 4506-T and turn in Non-Tax Filing Letters to Financial Aid Office).** Once processed the IRS will send you a confirmation letter.

### **1. Online Request:**

Available on the IRS Web site at: <https://www.irs.gov/individuals/get-transcript>

✓ “Get Transcript Online”. Next, you will need to create an Account (will require you to have either a personal loan and/or credit card- debit/credit cards do not work, along with a cell phone number in your name). Click “Continue” and answer the required personal identifier questions. In the **Type of Transcript** field select Non-Filing letter (if you DID NOT FILE) or Tax Return Transcript and in the Tax Year field, select the year (2019). **\*\*If you filed an amended return (1040X) after your original return, print “Tax Return Transcript” and “Account Transcript”.**

### **2. Mail Request:**

Available on the IRS Web site at: <https://www.irs.gov/individuals/get-transcript>

✓ “Get Transcript by Mail”. Next, you will enter your personal identifiers of the filer (When requesting the transcript, it is important that the address you use is the same as on your last Federal Tax Return, unless you have since done a change of address with the IRS). In the **Type of Transcript** field, select “Non-Filing letter” (if you DID NOT FILE) or “Tax Return Transcript” and in the **Tax Year** field, select the year (2019). *If you have issues, you can print off the 4506-T and mail to the address listed on the second page of 4506-T form.* **\*\*If you filed an amended return (1040X) after your original return, request “Tax Return Transcript” and “Account Transcript”.**

### **3. Telephone Request:**

✓ Available from the IRS by calling 1.800.908.9946. Follow prompts to enter personal information. **\*\*If you filed an amended return (1040X) after your original return, request “Tax Return Transcript” and “Account Transcript”.**

### **Confirmation Letter:**

Once you completed online or mailed the completed 4506-T form in, you should receive a confirmation letter of Non-Tax Filing form from the IRS (this takes roughly 10-14 business days). Once received, write student’s name and student ID number on the Non-Tax Filing letter and mail the letter to the MSU Financial Aid Office.