

# 2017 IRS Tax Return Transcript and Non-Filing Status Request Instructions

## Option 1 – Use the Data Retrieval Tool (FAFSA Correction - Allow 3-4 days)

The easiest way to provide your tax data is to use the IRS Data Retrieval Tool on the FAFSA website. ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If this tool is used, your FAFSA will be updated and tax return transcripts will no longer be needed. Log into your FAFSA and choose “make a correction”. When you reach the financial information for yourself and/or your parents, you will be asked to answer the following questions.

For 2017, have you completed your IRS income tax return or another tax return?

Already Completed

For 2017, what is your tax filing status according to your tax return?

Select your status from the dropdown box

Did you file a Puerto Rican or foreign tax return for 2017?

Yes  No

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)! [LINK TO IRS](#)

(Click on the LINK TO IRS button to transfer your tax information)- **Make sure you sign and submit the changes you just made.**

## Option 2 – Request a Tax Return Transcript or Statement of Non-Filing Online (Allow 4-6 weeks)

- Log on to [www.IRS.gov](http://www.IRS.gov)
- Click on “Get your tax record”.
- Click on the blue box that says “Get Transcript ONLINE”

To access and print the transcript right away. You will be asked to create an account and provide very specific information in order to verify your identity. This process will take approximately 20-30 minutes to complete.

**OR**, if you prefer not to create an account,

- Click on the blue box that says “Get Transcript by MAIL”. You are not required to create an account and the tax return transcript will be mailed directly to you.
- Select the 2017 tax year and select “**Return Transcript**”.

**Please note:** If you need to request a **Statement of Non-Filing Status**, you must either create an account with the IRS as specified in Option 2 or use Option 3 below.

## Option 3 – Manual Form 4506-T (Allow approximately 3-4 business days)

- A paper request form (Form 4506-T) is available to print from the JCC Website at [www.sunyjefferson.edu](http://www.sunyjefferson.edu), the IRS website and [www.irs.gov](http://www.irs.gov) or can be picked up in the Enrollment Services Office.
- Complete lines 1a-4 Only and check the signatory box at the bottom and provide your signature and date.
- **Return the 4506-T Form** to Enrollment Services and let us know if you need a tax return transcript or a letter of non-filing status. We will fax your form to the IRS who in return will send your tax return transcript or letter of non-filing status to a secure mailbox set up by the IRS specifically for Jefferson Community College.