

## How to request tax transcript or verification of non-filing from the IRS

Please go to [www.irs.gov](http://www.irs.gov) to request the 2018 tax transcript. If you did not work or file taxes in 2018, you will need to request the *verification of non-filing* in the same way as requesting the tax transcript.

Follow these instructions below:

Once you are on [www.irs.gov](http://www.irs.gov) :

1. Click **'File'** on the top ribbon



2. Click **'Get Your Tax Record'**



3. Scroll down - Click **'Get Transcript Online'**

### Request Online

**What You Need**


To register and use this service, you need:

- 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.

**What You Get**

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)



3. Login - If you don't already have an account, create one
4. Complete the requirements to get your transcript
5. **Download the transcript and save it as a PDF**
6. Attach the PDF to an email addressed to [bblakeley@cmccd.edu](mailto:bblakeley@cmccd.edu) or if required from financial aid.