

How to Obtain Tax Return Transcripts and Verification of Non-Filing Letter

Federal regulations require students/parents/spouses who are selected for FAFSA verification to submit a Tax Return Transcript and/or a Verification of Non-Filing (VNF) letter from the Internal Revenue Service (IRS), free of charge, to the college.

IRS website link: www.irs.gov/individuals/get-transcript

IRS offers the following transcript types through this link:

- **Tax Return Transcript** - shows most line items including your adjusted gross income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules
- **Verification of Non-Filing (VNF) letter** - provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you requested
- **Wage and Income Transcript** - shows data from information returns IRS receives such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information

REQUEST ONLINE: Use this option to view, print or download your Tax Return Transcript and/or VNF letter.

To register and use this service, you will need: (this information will be used to verify your identity with the IRS)

- Sign onto **ID.me** account or create an **ID.me** account (you will only need to complete this process once)
- Mobile phone with camera or laptop/computer with a webcam
- Valid email address
- A photo ID such as a drivers license or state ID, passport, or passport card
- Social Security Number (SSN)
- Give permission to use details from your credit profile (will not affect your credit score)

If successfully validated, you will be able to view your IRS tax transcript and/or IRS Verification of Non-Filing letter that can then be printed it out for submission.

[Get Transcript Online](#)

REQUEST BY MAIL: Use this option to order your Tax Return Transcript and/or VNF letter online and have it mailed to you.

To use this service, you need:

- Social Security Number (SSN) or your Individual Tax Identification Number (ITIN)
- date of birth
- mailing address from your latest tax return

Transcript/VNF letter will arrive in 5-10 days at the address IRS has on file for you

[Get Transcript by Mail](#)

PAPER REQUEST – IRS Form 4506-T (only one request per form)

Use this link to download form: www.irs.gov/pub/irs-pdf/f4506t.pdf

- Complete lines 1a – 4, following the instructions on page 2 of form
- Line 5: Enter your 9-digit CAC Student ID number if you are the student, if you are the parent requesting the letter on your behalf, please enter your child's 9-digit CAC Student ID number
- Line 6: enter "1040"
- Line 6a: Select checkbox on right hand side for Return Transcript or
- Line 7: Select the checkbox on right hand side for Verification of Non-filing (VNF)
- Line 9: Year or period requested field, request the tax year FAFSA verification. For example: requested 2020 tax return or VNF enter "12/31/2020"
- Above the signature line: Make sure that you check the signatory authority box.
- The non-filer must sign and date the form and enter their telephone number.
- Mail or fax the completed form to the address or number provided on page 2 of 4506-T form
- Allow 5-10 days to arrive to address provided on form

Where to submit tax return transcript and/or VNF letter once you receive:

- place your CAC student ID number on all documents submitted
- upload through your CAC student portal or
- email to finaid@centralaz.edu or
- mail to: Central Arizona College
Financial Aid Office
8470 N. Overfield Rd
Coolidge, AZ 85128

If you are unable to obtain a Verification of Non-Filing Letter (VNF) from the IRS or other tax authorities, you must submit to our office a signed notarized statement, attesting that you attempted but were unable to obtain required documentation from the IRS or other tax authorities.

If you still have problems, the IRS.gov Website help desk can be reached at 1-800-829-1040 (Monday through Friday) 7 am – 7 pm (Eastern Standard Time).

How to fix address-matching problems when ordering online.

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly
- Spelling out the word “street” rather than using the abbreviation “st” can be enough to cause an error
- Addresses on the IRS system are auto corrected through a post office program and may not match what you put on your tax return. If you entered your address as it appears on our return and it does not work, try using the standardized version of your address.

To get a standardized version of your address: 1) go to www.usps.com
2) Click “Look Up a Zip Code”
3) Enter, street address, city, state
4) Click “Find”