

Cloud County Community College Financial Aid Office

2021-2022 Academic Year – Tax Return Transcript & Verification of Non-Filing

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The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the Web at www.studentaid.gov. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the **IRS DRT** if that information was not changed by the FAFSA filer.

If the student/parent(s) are unable or choose not to use the **IRS DRT** in the FAFSA application they must provide the school with the **Tax Return Transcript(s) or signed copy of the IRS Tax Return and applicable schedules.**

A **2019 IRS Tax Return Transcript** may be obtained through the IRS:

- **Get Transcript by MAIL** – Go to www.irs.gov, click on “Get Your Tax Record” then click “**Get Transcript by MAIL.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to www.irs.gov, click on “Get Your Tax Record” then click “**Get Transcript ONLINE.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”

To use the Get Transcript Online Tool, the user must have

- Access to a valid email address
- A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and
- Specific financial account numbers (such as credit card number or an account number for a home mortgage or auto loan).

The transcript displays online upon successful completion for the IRS's two-step authentication.

- **Automated Telephone Request** – 1-800-829-0582
- **Paper Request Form** – Go to www.irs.gov and print **IRS Form 4506T-EZ or IRS Form 4506-T**

In most cases, for electronic tax return filers, 2019 IRS Income Tax Return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2019 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2019 paper IRS Income Tax Returns, the 2019 IRS Income Tax Return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2019 paper IRS Income Tax Return has been received by the IRS.

Contact the Financial Aid Office if more information is needed about obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2019 IRS Income Tax Returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or signed copy of the IRS Tax Return, must be provided for each.**

A **Verification of Non-Filing** may be obtained through the IRS:

- **Print and complete the IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.**
- **Return the 4506-T form to the CCCC's Financial Aid Office by fax or upload through Mapping Xpress. We will confirm information is accurate and will submit the request to the IRS.**

Documentation provided from the IRS or other relevant tax authority must be dated on or after October 1, 2020 that indicates a 2019 IRS Income Tax Return was not filed with the IRS or other tax authority.

If you and/or your parent(s) do not receive the Verification of Non-Filing form, please contact the IRS at 800-829-0582 ext. 652 to speak directly with an IRS representative.

If after speaking with the IRS you are still not able to obtain the Verification of Non-Filing please contact us immediately. There will be additional paperwork to document that you are not able to obtain the Verification of Non-Filing.

****If a student/spouse/parent did not file but is required to file a 2019 Income Tax Return, additional information may be required to be submitted to the Financial Aid Office.**

If unable to order a Tax Return Transcript or Verification of Non-Filing with any of the above methods please contact the IRS at 800-829-1040 to speak directly with an IRS representative.