

Obtaining IRS Tax Information

Proof of non-tax filer status is available only by requesting a tax transcript. If you cannot complete the telephone process below, print the 4506-T form, complete it and mail or fax it to the appropriate address/fax number on the back of the form. Indiana's IRS fax number has changed to 816-292-6102.

Instructions for Obtaining Transcripts or Copies of Tax Returns - Choose either 1 or 2 below.

1. Call **1-800/829-1040** and request a transcript by the automated system.

Please follow the options listed below.

**WHEN CALLING BETWEEN THE HOURS OF 7:00 A.M.
AND 10:00 P.M., PLEASE SELECT THE FOLLOWING OPTIONS:**

- Option 2 (**Personal Tax Account**)
- Option 2 (**Personal Tax Account**)
- Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- Option 3 (**Transcripts**)
- Enter the **Numbers** in your street address.
- Option 2 (**Transcripts**)
- Enter the **year** of the Return you are requesting.

Your transcript(s) will be mailed within 10 to 15 days

OR

2. You may complete Form 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN available online. Please complete the entire form. If you are requesting a transcript of your return, make sure to complete box #6 with 1040, check box #6a, and complete box #9 with 12/31/#### where '####' is the required tax year. Mail or fax the form to the address/fax number in the first column.

If you need proof of non-filing status, make sure to check box #7 and complete box #9 with 12/31/2006 for 2007-2008 financial aid applications and 12/31/2007 for 2008-2009 financial aid applications. Mail or fax to the address/fax number for your state (see back of form). You should receive your transcript within 10-15 days.