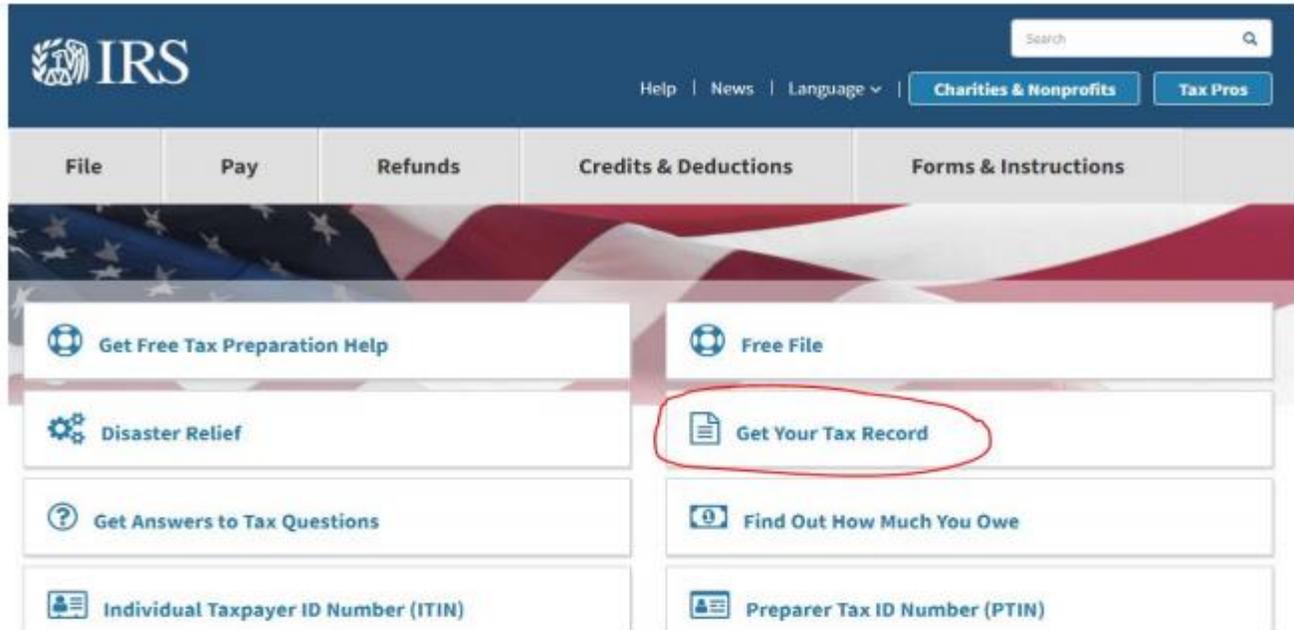


Office of Financial Aid  
IRS Income Tax Transcript and Non-Tax  
Filer Request Information

**To Request and IRS Tax Transcript**

Free of charge, tax filers may request a transcript of their tax return from the IRS. This process is the same for the parent/student or the student/spouse. The IRS Website is [www.irs.gov](http://www.irs.gov), and an image of the website appears below. Click on “Get Your Tax Record” on the right. The next page will provide what is needed to retrieve you tax transcript to complete your financial aid verification.



**Get Transcript 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 by Mail**

**What You Need**

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

**What You Get**

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

### **To Request Non-Tax Filer Letters**

All parents and independent student nontax filers selected for verification by the Department of Education are required to provide an IRS Verification of Non-Filing Letter that indicated an IRS tax return was not filed with the IRS for the required year. Therefore, the independent student and/or parent, if applicable, must both obtain this letter if neither filed. To request this documentation, you may use the instructions provided below to complete the Form 4505-T.

### **Instructions for Nontax Filers Completing the Form 4506-T Verification for Non-Filing.**

1. Visit <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete sections 1a through 5.
3. Click the box on line 7, "Verification of Non-Filing."
4. Enter the date of 12/31/20XX (the appropriate filing year) on line 9.
5. Click the box above the signature section.
6. Print the completed Form 4506-T and sign.
7. Mail or fax Form 4506-T to the address/fax number listed in the middle column of the instructions attached to the 4506-T form for the state you live in.

### **After you receive your Non-Filing letter from the IRS (13873-V Non-Filing Letter).**

1. Put your Bishop State student ID number on the letter, keep a copy of the letter for your records.
2. Required documents should be submitted to the Financial Aid Office by one of the means below:

Mail to: Bishop State Community College  
Financial Aid Office  
351 Broad Street  
Mobile, AL 36603-5898

Fax to: 251-690-6918

Email to: [financialaid@bishop.edu](mailto:financialaid@bishop.edu)