

Obtain Your Nonfiling Tax Transcript

Once you receive your Verification of Nonfiling Letter from the IRS, please email, mail, or fax your tax return transcript to our office.

Trine University
Financial Aid
1 University Avenue, Angola IN 46703

Email: finaid@trine.edu
Fax: 260-665-4511
Phone: 800-347-4878

Go to

• [irs.gov](https://www.irs.gov)

Step 1 of 4

On the homepage, select the “**Get a Tax Transcript**” under the “**Tools**” Section.

Tools

- › Renew or obtain a PTIN for 2017
- › **Get a tax transcript**
- › Apply for an online payment plan
- › Check status of your amended return
- › Apply for an employer ID number
- › More ...

Step 2 of 4

Choose “**Transcript Types available by mail**” under the “**Get Transcript by Mail – What You Get**” section.

The screenshot shows the IRS website's 'Get Transcript' page. At the top, there is a navigation bar with 'Tools' highlighted in orange. Under 'Tools', a list of options is shown, with 'Get a tax transcript' circled in black. Below this, the 'Get Transcript by MAIL' section is highlighted with a blue box. Under 'What You Get', the bullet point 'Transcripts arrive in 5 to 10 calendar days at the address we have on file for you' is circled in black.

Step 3 of 4

a) On this screen, choose “**Form 4506T, Request for Transcript of Tax Return**”.

Transcript Types and Ways to Order Them

[Español](#) | [中文](#) | [한국어](#) | [Tiếng Việt](#) | [Русский](#)

Ways to Get Transcripts

You may register to use [Get Transcript Online](#) to view, print, or download all transcript types listed below.

If you're unable to register or you prefer not to use Get Transcript Online, you may order a **tax return transcript** and/or a **tax account transcript** using [Get Transcript by Mail](#) or call 800-908-9946. Please allow 5 to 10 calendar days for delivery.

You may also request any transcript type listed below by faxing/mailling [Form 4506-T, Request for Transcript of Tax Return](#) as instructed on the form.

Transcript Types

We offer the following transcript types at no charge to you:

- **Tax Return Transcript** - shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript usually meets the needs of lending institutions offering mortgages and student loans.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

b) Then on the next screen, choose “**Form 4506-T**”.

Form 4506-T, Request for Transcript of Tax Return

Use this form to:

- order a transcript or other return information free of charge, or
- designate a third party to receive the information.

Current Products

[Form 4506-T](#)

Step 4 of 4

Print, Complete & Fax: The request form is 3 pages long. Page 1 begins with an update of fax numbers to offices in Kansas City and Austin. You will need to print the form, complete page 2 and fax it to the appropriate office depending on your state residence listed on page 3. You will include the following information (*see IRS Form 4506-T p. 3 for detailed instructions*):

- Taxpayer Name & SSN
- Spouse Name & SSN if married/joint return
- Current Name, Street Address, City, State and ZIP/Postal Code
- Previous Street Address, City, State and ZIP/Postal Code shown on last return filed if different from above
- Third party mailing address and telephone number if applicable
- Check the box at line 7 “Verification of Nonfiling”
- Year or period requested - “**2015**”
- Signature section and date

Questions?

Trine University
Financial Aid Office
1 University Ave
Angola, IN 46703

Main Campus
800.347.4878 option 3
260.665.4511 fax
finaid@trine.edu

CGPS
877.294.4878
260.665.4511 fax
spsfinaid@trine.edu