

How-to...

# Obtain Your Non-filing Tax Transcript

Once you receive your Verification of Non-filing 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**

**Fax: 260-665-4511**

**Phone: 800-347-4878**

Go to

• [irs.gov](https://irs.gov)

Step 1 of 4

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

## How can we help you?



File Your Taxes for Free



Sign in to Your Account



Get Your Refund Status



Make a Payment



Get Your Tax Record



Find Forms & Instructions



Check Your Federal Tax Withholding



Get Answers to Your Tax Questions



Apply for an Employer ID Number (EIN)

Step 2 of 4

(Continued on Back)

### Alternative to Requesting a Transcript Online

We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.

#### What You Need

To request a transcript by mail, you need your mailing address from your latest return.

#### What You Get

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

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](#).

Visit our [Get Transcript frequently asked questions \(FAQs\)](#) for more information. If you're trying to get a transcript to complete FAFSA, refer to [tax information for student financial aid applications](#).

**Note:** Transcripts partially mask your personally identifiable information for protection. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About Tax Transcripts](#). If you need a photocopy of your return, submit [Form 4506](#).

**CAUTION:** The IRS doesn't initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. Visit [report phishing](#) for instructions if you're unsure about the authenticity of any unsolicited communication you receive, other than U.S. mail, claiming to be from the IRS.

## 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/mailing [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.

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

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

# About Form 4506-T, Request for Transcript of Tax Return

## More In Forms and Instructions



Use Form 4506-T to request any of the transcripts: tax return, tax account, wage and income, record of account and verification of non-filing.

The transcript format better protects taxpayer data by partially masking personally identifiable information. Financial data remains fully visible to allow for tax preparation, tax representation, or income verification.

Because the taxpayer identification number is masked, there is a field on the [Form 4506-T](#) [PDF](#) to enter a Customer File Number which will display on the transcript. Learn more at [About Tax Transcripts](#).

## Current Revision

[Form 4506-T](#) [PDF](#)

## Step 4 of 4

**Print, Complete & Fax:** You will need to print the form, complete page 1 and fax it to the appropriate office depending on your state residence listed on page 2. You will include the following information (*see IRS Form 4506-T p. 2 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 Non-filing”
- Year or period requested - “**2024**”
- Signature section and date

### Questions?

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

**Main Campus**  
800-347-4878  
260-665-4511 fax

**TrineOnline - CGPS**  
877-294-4878  
260-665-4511 fax