



Beaufort County Community College

Office of Financial Aid

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How to Obtain IRS Tax Transcript or Verification of Non-Filing Letter

Request IRS Tax Return Transcript Online

You may view and print your 2018 IRS Tax Return Transcript immediately by visiting

www.irs.gov/transcript:

-Click, Get Transcript Online

Users will need to create an account by providing their name, email, address, SSN and answer a couple of security questions.

-Select "Higher Education/Student Aid"

-Select "Return Transcript" and the "correct year" for requesting tax transcript.

A PDF file will appear with your tax transcript. Print and make sure you exit the screen.

Request IRS Tax Return Transcript by Mail

You may request your 2018 IRS Tax Return Transcript by logging onto www.irs.gov/transcript:

-Click, Get Transcript by Mail

Users must enter name, SSN, date of birth and address exactly how it appears on return

-Select "Return Transcript" and the "correct year" for requesting tax transcript.

IRS Tax Transcript by mail will be received within 5-10 business days.

Request IRS Tax Return Transcript or Verification of Non-Filing Letter via Phone

To request your 2018 IRS Tax Return Transcript, contact the Internal Revenue Services (IRS) at 1-800-829-1040.

-Press "1" for English, then option "2", and then just hit "0" until the recording finally says... "Please hold while we transfer your call to the next operator."

-Ask for a transcript copy of your Federal 2018 Tax Return or Verification of Non-Filing Letter.

IRS Tax Transcripts or Verification of Non-Filing Letter requested by telephone will be received by mail within 5-10 business days and cannot be sent directly to a third-party by the IRS.

Visit IRS Regional Office

To request your 2018 IRS Tax Return Transcript or Verification of Non-Filing Letter visit the IRS office located at 2835 S. Charles Blvd., Greenville, NC 27858. **Please note you must schedule an appointment before visiting by calling 1-844-545-5640.**