

IRS Tax Return Transcript Request Process

To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the “Get a Tax Transcript” link under the Tools heading, and then click the “Get Transcript by MAIL” button. You can also call 1-800-908-9946 to order your transcript via the IRS automated system, or call 1-800-829-1040 to speak with a live agent. Make sure to request the **IRS Tax Return Transcript** and not the “IRS Tax Account Transcript.”

In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 1–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

IRS Verification of Non-Filing Letter Process

To obtain a **2015 Verification of Non-filing Letter**, go to www.irs.gov and type 4506-T in the search field. Click on the Form 4506-T link, on the next page you will click on the same Form 4506-T under current products. This will open up the form to fill out and print. **Make sure boxes 1-4 are completed, CHECK BOX 7, complete box 9 (use date 12/31/2015) then sign and date.** You will need to either mail in or fax in this form. Instructions on where to send are this form are on the last page. These forms are also on our website at www.wvcc/financial-aid/forms/4506-T for your convenience.

Verification of 2015 IRS Income Tax Return Information for Individuals with Unusual Circumstances

1. Verification of 2015 IRS Income Tax Return Information for Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2015; **and**
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual’s AGI and the U.S. income tax paid for tax year 2015.

2. Verification of 2015 IRS Income Tax Return Info for Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a **2015 IRS Tax Return Transcript** (signature not required) for the 2015 tax year; **and**
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

3. Verification of 2015 IRS Income Tax Return Information for Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a **2015 IRS Tax Return Transcript** or use the IRS DRT must provide a signed copy of the 2015 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 “Identity Theft Affidavit” if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; **or**
- A copy of a police report if it was filed related to the IRS identify theft.

4. Verification of 2015 Income Tax Return Information for Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2015 income tax return(s).