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INSTRUCTIONS FOR REQUESTING AN **IRS TAX RETURN TRANSCRIPT** OR **IRS VERIFICATION OF NON-FILING**

Tax filers can request an IRS Tax **Return** Transcript or an IRS **Verification of Non-filing** from the IRS Office, free of charge, via web, telephone, or in person. *Please make sure you request the 'IRS Tax **Return** Transcript' not the 'IRS Tax Account Transcript.'* Go to: <https://www.irs.gov> (Options below for submitting your IRS Tax **Return** information from the IRS.)

1. IRS Data Retrieval Tool (Easier and Faster)

Go to <https://studentaid.ed.gov/sa/fafsa>

- Log in to your FAFSA with your FSA ID (Username and Password)
- Select "Make FAFSA Corrections"
- Navigate to the Financial Information tab of the form
- Follow the instructions to use the IRS Data Retrieval Tool to transfer your (and if required, parent) IRS income tax information into the your FAFSA
- Submit your FAFSA

You are **ineligible** to use the IRS Data Retrieval Tool if you:

- Filed an amended tax return (*Correction to original tax return*)
- Filed a foreign tax return
- Filed your tax return within the last 2 to 3 weeks

2. IRS "Tax **Return** Transcript" Request – **(Not an Account Transcript)**

- Available on the IRS Web site at www.irs.gov
- Options available are **Request Online** or **Request by Mail**
- Follow prompts

3. Request Transcript Via PHONE

- Available from the IRS by calling (800) 908-9946
- Follow prompts to enter social security number and numbers in street address
- Select "Option 2" to request an IRS Tax **Return** Transcript and then enter the year
- Tax filers can expect to receive a paper IRS Tax **Return** Transcript within 5 to 10 business days of the request

4. Request Transcript in PERSON

- Most IRS offices have indicated taxpayer assistance is by appointment only. Click on the link to locate your local IRS Office: <https://www.irs.gov/help/contact-your-local-irs-office> and schedule your appointment.

IMPORTANT NOTICE:

The IRS recently implemented new security features that redact (remove) a significant amount of personally identifying information from all of their documents. While these added security features protect your personal information and identity, it makes our job more problematic. As such, when submitting any documents from the IRS (tax return transcripts, wage and earnings statements, etc.) to our office, we ask that you list the student's **full name and student ID** in the top right corner of the document. Failure to provide this information will increase processing time and



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may prevent us from processing your submissions entirely. Additionally, when ordering tax **return** transcripts, please have them sent to you, **NOT** to the College, so that you can [add the student's name and school ID](#) to the transcript before submitting it to our office. Thank you.