

**How to obtain a copy of your IRS Tax Return Transcript or
Non-Filing Letter**

What should you request?

- If you filed taxes during the 2021 year, you will need to submit a copy of your **2021 Tax Return Transcript**.
- If you did NOT file taxes during 2021, you will need to request a **2021 Letter of Non-Filing**.
- If you filed an **amended** 2021 tax return, you will need to request a **2021 Record of Account**.

How do I request these forms?

These forms can be obtained by using any one of the following three methods:

#1 Request Online

- Go to IRS.gov
- Click on the link to Get Your Tax Record
- Follow the instructions
 - To print your transcript immediately, use the **Get Transcript Online** option
 - To request a transcript be mailed to you, click **Get Transcript by Mail**
(Your transcript should be mailed to you within 2-3 weeks of the request date)

#2 Request by Phone (ONLY Tax Return Transcript & Record of Account)

Call **1-800-908-9946**. A recorded message will guide you through the process of ordering your document. **You cannot request a non-filing letter by calling the IRS.**

#3 Request by Mail

Complete form 4506-T (attached). You can also obtain a copy of this form online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. You must mail or fax the completed form directly to the IRS at the address or number listed on the back of the form that corresponds to your legal state of residence.

No matter which option you choose please be sure to fill in the **Customer File Number** with your C-GCC Student ID. This will allow us to match your Tax Record to your student file once it is received. If you do not know your Student ID Number, please visit our office with your photo ID and we would be happy to help you obtain it.