NOVA Northern Virginia Community College How to Get Different Types of Transcripts from the IRS

1. Tax Return Transcript:

The Tax Return Transcript shows most line items from your original tax return (Form 1040) as filed, along with any forms and schedules. It does not show changes made after you filed your original return.

2. Tax Account Transcript:

The Tax Account Transcript shows basic data such as filing status, taxable income, and payment types. It also shows changes made after you filed your original return.

3. <u>Record of Account Transcript</u>:

The Record of Account Transcript combines the tax return and tax account transcripts into one complete transcript.

4. Wage and Income Transcript:

The Wage and Income Transcript shows data received by the IRS from Forms W-2, 1099, 1098, and 5498, etc.

5. <u>Verification of Non-Filing Letter:</u>

The Verification of Non-Filing Letter provides proof that the IRS has no record of a federal tax return filed for the year as of the date of the request. It does not indicate if you were required to file a return for that year.

How Can I Get Transcripts?

<u>Option 1</u>: Go to <u>https://www.irs.gov/</u> and click "Get your tax record". Two options are available. You may click "Get transcript online" to immediately access a PDF version after creating an account and verifying your identity. All 5 types of transcripts can be obtained using the online option.

Option 2: If you are unable to register or prefer not to use the "Get transcript online" option, you may ONLY order a Tax Return Transcript and/or Tax Account Transcript using the "Get Transcript by Mail" option or by calling the IRS at 800-908-9946. Please allow 5 to 10 calendar days for delivery to the address the IRS has on file for you.

<u>**Option 3**</u>: You may also request all 5 types of transcripts listed on the IRS Form 4506-T by faxing or mailing **Form 4506-T, Request for Transcript of Tax Return** as instructed on Form 4506-T (<u>https://www.irs.gov/pub/irs-pdf/f4506t.pdf</u>). Form 4506-T may only be used to send tax transcripts directly to yourself and then you may provide the tax transcript to a third party if you wish.

How Can I Submit the Transcript for Financial Aid Verification?

Step 1: Download the Transcript and save it as a PDF on your computer if you requested it online. If you ordered a transcript by mail, scan it and save it to your computer as a PDF once you receive it.

IMPORTANT: Delete the PDF after uploading it to the Verification Gateway website if you are using a public computer.

Step 2: Upload the documents to Inceptia's Verification Gateway website. Call Inceptia at 1-888-374-8427 if you have any questions.

Step 3: Allow up to 7 business days for the documents to be reviewed and for your verification account to be updated. Eligible students can expect to be offered a financial aid award within about two weeks after completing verification (beginning in May for the upcoming academic year).