

## Provide signed 2018 Tax Returns

- A signed copy of 2018 Tax Returns OR a copy of your 2018 Tax Return Transcript.
- To obtain your tax return transcript, see directions below.

### **How To Request a 2018 IRS Tax Return Transcript**

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ (<https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>) or IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2018 must provide:

- A **2018 IRS Tax Return Transcript**
- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS.
  - Request a Tax Return Transcript by a regular request process (online/mail/phone) and have the request denied.
  - The IRS will refer the tax filer to the Identity Protection Specialized Unit (IPSU) at toll-free number 1-800-908-4490.
  - Once the tax filer's identity is authenticated, they can request an alternative Tax Return Transcript called the Transcript Database View (TRDBV).
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### **Letter of Non-Filing**

An individual who did not file a tax return can request an IRS Verification of Non-filing Letter.

- Use the IRS "Get Transcript Online" tool following the directions above
- Submit IRS Form 4506-T and check box 7

### **Individuals Who Filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.