

HOW TO RETREIVE TAX DOCUMENTATION

All requests take approximately 5 to 10 business days to process.

Online Requests – Available at www.irs.gov. *If you have never filed taxes before in prior years, use the paper request process below.*

- Under Tools, click "Get a tax transcript"
- Click "**Get Transcript ONLINE**". If at any point, you cannot validate your identity, please use Mail Requests option. Follow prompts to obtaining Tax Return Transcript, not Account Transcript.

Telephone Requests – Available from the IRS by calling 1-800-908-9946. *If you have never filed taxes before in prior years, use the paper request process below.*

- Follow prompts by entering appropriate tax filer information.
- Select "**Option 2**" to request an **IRS Tax Transcript/Verification of Non-filing Letter** and then enter "**2015**".

Paper Request using IRS Form 4506-T – Download form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Line 5 provides tax-filer/non-filer's with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS. *Do not have your IRS Verification of Non-filing Letter sent directly to the University of Hartford.*
- Select the checkbox on the right hand side:
 - Tax Filers: A - Return Transcript (Not Account Transcript or Record of Account)
 - Non-filers: 7 - Verification of Nonfiling
- Line 9: Year or period requested fields, enter "12/31/2015".
- The tax filer/non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Transcript.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.

Please include student's name and ID on all documentation submitted to the University of Hartford. If you still have issues, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m.