



# Beaufort County Community College

Office of Financial Aid

5337 Highway 264 East Washington, NC 27889

T: 252.940.6222 F: 252.940.6393 [finaid@beaufortccc.edu](mailto:finaid@beaufortccc.edu)

## How to Obtain IRS Tax Transcript or Verification of Non-Filing Letter

### Request IRS Tax Return Transcript Online

You may view and print your 2017 IRS Tax Return Transcript immediately by visiting

[www.irs.gov/transcript](http://www.irs.gov/transcript):

-Click, Get Transcript Online

Users will need to create an account by providing their name, email, address, SSN and answer a couple of security questions.

-Select "Higher Education/Student Aid"

-Select "Return Transcript" and the "correct year" for requesting tax transcript.

A PDF file will appear with your tax transcript. Print and make sure you exit the screen.

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### Request IRS Tax Return Transcript by Mail

You may request your 2017 IRS Tax Return Transcript by logging onto [www.irs.gov/transcript](http://www.irs.gov/transcript):

-Click, Get Transcript by Mail

Users must enter name, SSN, date of birth and address exactly how it appears on return

-Select "Return Transcript" and the "correct year" for requesting tax transcript.

*IRS Tax Transcript by mail will be received within 5-10 business days.*

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### Request IRS Tax Return Transcript or Verification of Non-Filing Letter via Phone

To request your 2017 IRS Tax Return Transcript, contact the Internal Revenue Services (IRS) at 1-800-829-1040.

-Press "1" for English, then option "2", and then just hit "0" until the recording finally says..."Please hold while we transfer your call to the next operator."

-Ask for a transcript copy of your Federal 2017 Tax Return or Verification of Non-Filing Letter.

*IRS Tax Transcripts or Verification of Non-Filing Letter requested by telephone will be received by mail within 5-10 business days and cannot be sent directly to a third-party by the IRS.*

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### Visit IRS Regional Office

To request your 2017 IRS Tax Return Transcript or Verification of Non-Filing Letter visit the IRS office located at 2835 S. Charles Blvd., Greenville, NC 27858. **Please note you must schedule an appointment before visiting by calling 1-844-545-5640.**