

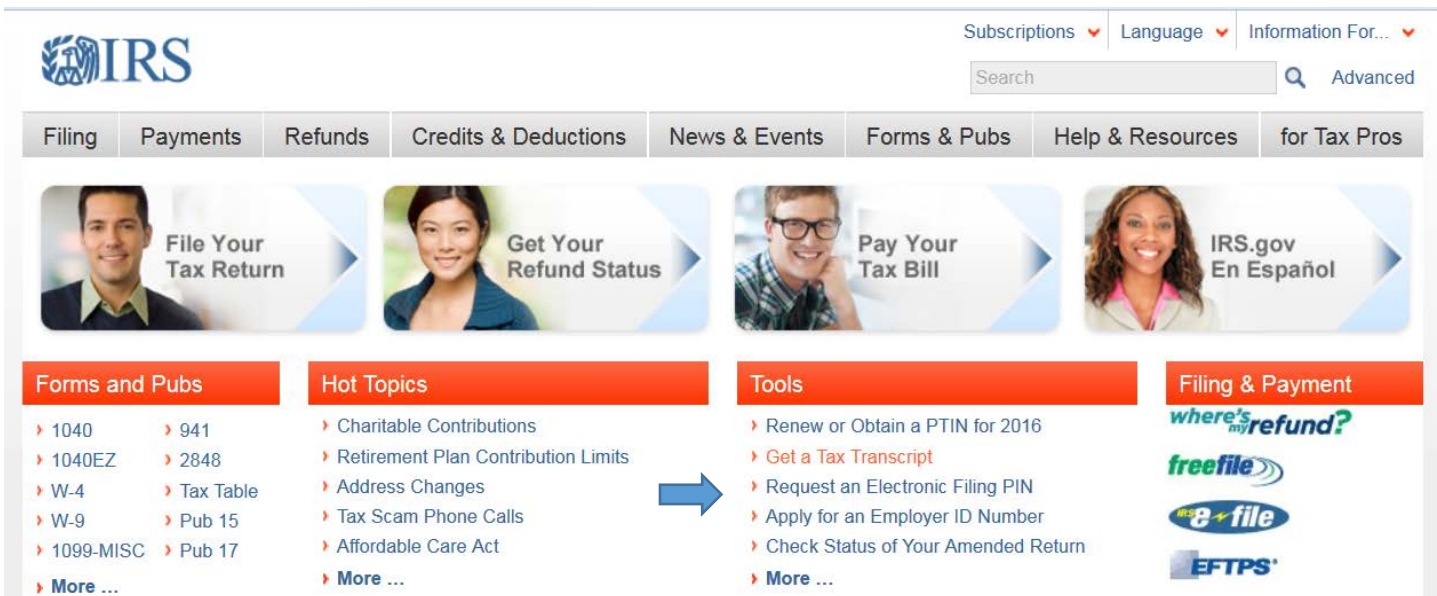
## TAX RETRIEVAL INSTRUCTIONS for 2017-18:

**For completing the IRS DATA RETRIEVAL, see**  
**<http://www.irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions>**

- OR -

## For requesting a 2015 TAX RETURN TRANSCRIPT

**if unable to use the IRS Data Retrieval Tool to link your taxes to the IRS**  
 Go to **[www.irs.gov](http://www.irs.gov)**; under "Tools" select "Get a Tax Transcript":



The screenshot shows the IRS website interface. At the top, there is a search bar and navigation links for Subscriptions, Language, and Information For... Below the search bar is a horizontal menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below this menu are four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these buttons are four main sections: 'Forms and Pubs', 'Hot Topics', 'Tools', and 'Filing & Payment'. The 'Tools' section is highlighted with a blue arrow pointing to it, and the 'Get a Tax Transcript' link is highlighted in red within that section. The 'Filing & Payment' section includes logos for 'where's my refund?', 'freefile', 'e-file', and 'EFTPS'.

- OR -

## If you did not file a federal tax return in 2015:

The Federal Government requires an *IRS Verification of Non-Filing Letter* from nontax filers who are subject to verification. If a student and/or parents did not file a 2015 Federal Tax Return, then they will need to request a document confirming he/she did not file by either using the "Get a Tax Transcript" and then "Get Transcript Online" at [www.irs.gov](http://www.irs.gov) - **OR** - completing and submitting the **IRS Form 4506-T** to the IRS. Once a letter confirming "Verification of Non-Filing" response is received from the IRS, provide us with a copy.