

Option 2: Tax Return Transcript

If you cannot use the IRS Data Retrieval Tool, choose not to use the IRS Data Retrieval Tool, or have changed your IRS data on the FAFSA since using the IRS Data Retrieval Tool, you may provide a copy of your **2021 IRS Tax Return Transcript**. **Copies of W-2s for 2021 are also REQUIRED to be submitted to the school.**

How to Obtain a Tax Return Transcript			
Online Request	Telephone Request	Local IRS Office	Paper Request
Go online to www.irs.gov	Call the IRS at 1-800-908-9946	Visit your local IRS office; appointments may be required	Use this option if you are unable to use any of the other options OR if you must obtain an IRS verification of non-filing letter
Select "Get Your Tax Record" link	Enter the requested personal information	To locate local IRS office you may visit www.irs.gov	Print Form 4506T EZ from the IRS website, www.irs.gov
Select "Get Transcript Online" OR "Get a Transcript by Mail"	Select "Option 2" to request an IRS Tax Return Transcript and then enter "2021"	Search under "Contact Your Local IRS Office" to locate one in your area	Mail or fax the completed form to the appropriate address or number listed on page 2 of the 4506T EZ form
Follow the instructions and enter the required personal information		Select the "Taxpayer Assistance Center Office Locator" link	
Choose " Return Transcript " as the type of transcript AND 2021 for the tax year		Request IRS Tax Return Transcript for 2021	

NOTE REGARDING NON-TAX FILERS:

- **Students** (and, if married, your spouse) who have not AND were not required to file a tax return **must obtain a verification of non-filing letter from the IRS confirming you did not file a tax return in 2021** AND complete the INCOME INFORMATION FOR NON-FILERS section of the Income Verification worksheet on page 3.
- A **verification of non-filing letter** may be obtained by following the ONLINE REQUEST or PAPER REQUEST instructions above on *How to Obtain a Tax Return Transcript*.
- If income is earned, you must submit a copy of each W-2 for 2021.
- If you are unable to obtain a **verification of non-filing letter** from the IRS, please contact the Financial Aid Office.

NOTE FOR VICTIMS OF IRS TAX-RELATED IDENTITY THEFT:

- If you are a victim of IRS tax-related identity theft, you are unable to use Option 1 or Option 2. The student (and, if married, your spouse) can provide an alternative paper tax return transcript known as the TRDBV (Transcript DataBase View). To obtain an alternative tax return transcript, call the IRS at 1-800-908-4490. In addition to the TRDBV or a SIGNED 2021 Federal 1040 (including all schedules), a signed and dated statement is required indicating that the tax filer was a victim of **IRS tax-related identity theft** and the IRS has been made aware of the tax-related identity theft.

C. Student Income Verification

1. **TAX RETURN FILERS**– Complete this section if you, the student (and, if married, your spouse), filed or will file a 2021 income tax return with the IRS.
 - **Copies of W-2's for 2021 are also REQUIRED to be submitted to the school.**
 - If you (and, if married, your spouse) filed, or will file, an amended 2021 IRS tax return, you must contact the Financial Aid Office before completing this section.

Check the box that applies:

I, the student (and, if married, my spouse), have used the IRS Data Retrieval Tool to retrieve and transfer my 2021 IRS tax return information into my FAFSA.

I, the student (and, if married, my spouse), am unable or choose not to use the IRS Data Retrieval Tool and I will submit to the school a **2021 IRS Tax Return Transcript** or a **SIGNED 2021 Federal 1040 (Including all Schedules)**.

2. INCOME INFORMATION FOR NON-FILERS– Complete this section if you have not filed and were not required to file a 2021 income tax return with the IRS.

You must provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS—verification of non-filing letter (please see page 2 for instructions). If you are unable to obtain a verification of non-filing letter from the IRS, please contact the Financial Aid Office.

Check here if the IRS verification of non-filing letter is attached.

Check here if the IRS verification of non-filing letter will be submitted to the school at a later date.

Check the box that applies:

I, the student (and, if married, my spouse), was not required to file a 2021 Federal Tax Return because I was not employed and had no income earned from work in 2021.

I, the student (and, if married, my spouse), was not required to file a 2021 Federal Tax Return but was employed in 2021 and have listed below the names of all my employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the student (and, if married, my spouse), by their employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

D. Certification and Signature

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Spouse Signature (optional)

Date

Submit this worksheet to the Financial Aid Office at:

***Ranken Technical College
4431 Finney Avenue
St. Louis, MO 63113***