



Financial Aid Office  
1161 Kehukee Park Road  
Williamston, NC 27892

## HOW TO ORDER YOUR TAX RETURN TRANSCRIPTS and IRS VERIFICATION OF NON-FILING LETTER

If you are unable or choose not use the IRS DRT on the FAFSA application, you must provide the school with a 2023 IRS Tax Return Transcript(s) OR 2023 IRS Verification of Non-Filing Letter, and all 2023 W-2 Forms. To obtain required documentation take the actions below:

1. Call 1-800-908-9946, 1-800-829-1040 or go to [www.irs.gov](http://www.irs.gov) and click on “Get Your Tax Record.” This also applies for the Verification of Non-Filing Letter.
2. Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” You can also obtain your W-2 forms in this request.
3. Use the Social Security Number and date of birth of the first person listed on the 2023 IRS income tax return, and the address on file with the IRS. If a Non-filer, please enter your information.

- In most cases, for paper filers, a 2023 IRS Tax Return Transcript may be requested within 8 – 11 weeks after the 2023 paper IRS income tax return has been received by the IRS.
- Married persons who filed separately, must provide both 2023 IRS Tax Return Transcripts.
- If you are in the Greenville, NC area you may request for your transcript, W-2 Form(s), or non-filer letter at the local IRS facility, 2835 S. Charles Blvd, Greenville, NC 27858. You will need to call 844-545-5640 to make an appointment to pick up your transcript or W-2 Forms. You may also try their office at 252-561-4040.