Online Request for IRS Non-Filing Letter

1. Go to https://www.irs.gov/individuals/get-transcript. Click “Get Transcript Online”, read the message in the box and click “OK” to continue.
2. Under the First Time Users section, click “Get Started” and follow the instructions to create a login. Once enrolled, enter the address exactly as it appears on your tax return.
3. Once your information matches, select “HigherEd/Student Aid” as the reason why the transcript is needed and click “GO”.

4. Under the Return Transcript section, select 2015 and print the non-filing letter.