

Appendix X: Internal Revenue Service (IRS) Transcript

The EAP may require an IRS transcript and documentation of how the household is being supported and how expenses/bills are being met. Please visit www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946 for assistance with accessing an IRS transcript, if necessary.

If a client states they have no income and they are neither being supported by another household member (who has income) nor receiving help from a non-household member, an **Internal Revenue Service (IRS) transcript may be requested for that client with no income.**

It is important to review and confirm the areas highlighted in the example on the next page. Double check the tax period ending date to confirm it is the most recent tax document. Confirm the address, household members and the Social Security numbers of the tax filer, their spouse, and all dependents, as well as the wages. Copies of these documents must be scanned into the system.

These documents may be obtained in three ways:

By Phone

1-800-908-9946

(This method requires the client to provide their Social Security number, date of birth, street address, and zip code. Please allow five-to-10 calendar days)

In Writing

Internal Revenue Service (IRS)
Return and Income Verification Services (RAIVS) Team
P.O. Box 145500 Stop 2800 F Cincinnati, Ohio 45250

Fax # **1-859-669-3592** or they can visit their local IRS office.

(This method requires the client to provide their Social Security number, date of birth, street address, and zip code.)

Online

<http://www.irs.gov/Individuals/Get-Transcript>

(This method requires the client to create a user ID and password to access the IRS system and then provide their Social Security number, date of birth, street address, and zip code to view and print their transcript immediately.)