

# OBTAINING IRS TAX RETURN TRANSCRIPTS

Internal Revenue Service Tel: 1(844)545-5640

Website [www.irs.gov](http://www.irs.gov)

Forms Needed	Method	Fee	Timeframe			
<b>IRS Data Retrieval Tool</b>  <i>(Some students may not be eligible to use this method)</i>	Log onto your FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> , click the link to submit a correction, and use the Data Retrieval Tool in the Financial Information section. You will need to have your tax return (1040, 1040A, or 1040EZ) with you as they will ask questions about it.  For a how-to video on using the Data Retrieval Tool, you can go to <a href="https://www.youtube.com/watch?v=KoiBrTvqqJU">https://www.youtube.com/watch?v=KoiBrTvqqJU</a> .	No Fee	3-5 Business Days			
<b>Tax Return Transcripts</b>  <b>Address change:</b> <i>If your current address is different from the address you provided on the specific tax year you're requesting, you will need to mail Form 4506-T so that the transcripts will be mailed to your current address. Otherwise, if the phone transaction is used, the transcripts will be mailed at the address on the tax return for that year.</i>  <b>DO NOT</b> request to have your transcripts mailed to the school.  <b>You will need:</b> 1) *Your Social Security Number, Or your Tax Payer ID, OR your Employer Identification Number 2) *Date of Birth 3) **Street address 4) **Zip Code or Postal Code  *These must be for the first person listed on the tax return you are requesting.  **These must be exactly as they appear on the tax return you are requesting.	*Be sure to request a <b>Tax Return Transcript</b> . We cannot accept a Tax Account Transcript as it does not contain the information we need. <b>Order Online:</b> <a href="http://www.irs.gov/Individuals/Order-a-Transcript">http://www.irs.gov/Individuals/Order-a-Transcript</a>  Mail <b>Form 4506-T</b> Form available on the IRS website or call IRS <i>Tip: Check box in Section 6 &amp; 6a.</i>  <b>Order by Phone</b> 1 (800) 908-9946	No Fee	5-10 Days			
	<p style="text-align: center;"><b>Obtain in person</b> (See below for locations local to Santa Ana College or go to <a href="http://www.irs.gov">www.irs.gov</a>)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">               IRS Office – Santa Ana                801 Civic Center Dr.                Santa Ana, CA 92701                8:30 a.m. – 4:30 p.m. M-F             </td> <td style="width: 50%; border: none;">               IRS Office – Long Beach                501 W. Ocean Blvd.                Long Beach, CA 90802                8:30 a.m. – 4:30 p.m. M-F             </td> </tr> <tr> <td style="border: none;">               IRS Office – Laguna Niguel                24000 Avila Rd                Laguna Niguel, CA 92677                8:30 a.m. – 4:30 p.m. M-F             </td> <td style="border: none;">               IRS Office – Los Angeles                300 N. Los Angeles St.                Los Angeles, CA 90012                8:30 a.m. – 4:30 p.m. M-F             </td> </tr> </table>	IRS Office – Santa Ana 801 Civic Center Dr. Santa Ana, CA 92701 8:30 a.m. – 4:30 p.m. M-F	IRS Office – Long Beach 501 W. Ocean Blvd. Long Beach, CA 90802 8:30 a.m. – 4:30 p.m. M-F	IRS Office – Laguna Niguel 24000 Avila Rd Laguna Niguel, CA 92677 8:30 a.m. – 4:30 p.m. M-F	IRS Office – Los Angeles 300 N. Los Angeles St. Los Angeles, CA 90012 8:30 a.m. – 4:30 p.m. M-F	No Fee
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<b>Verification of Non filing</b> Proof from the IRS that you did not file a return for the year.	<p style="text-align: center;"><b>Obtain by Mail</b></p> Mail <b>Form 4506-T</b> Form available on the IRS website or call IRS mark box 7  Bring the 2014 Verification of Non filing in to the Financial Aid Office. We cannot accept documents via email or fax.  <i>* Please note that a verification of non-filing does not indicate whether or not you are supposed to pay taxes. It only indicates that you did not file a tax return.</i>	No Fee	5-10 days
<b>Wage and Income Transcripts through the IRS</b>	<p style="text-align: center;"><b>Obtain by Mail</b></p> Mail <b>Form 4506-T</b> Form available on the IRS website or call IRS mark box 8 Bring Transcript in to the Financial Aid Office. We cannot accept documents via email or fax.	No Fee	5-10 days