

OBTAINING IRS TAX RETURN TRANSCRIPTS

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

Website www.irs.gov

Forms Needed	Method	Fee	Timeframe			
<p>IRS Data Retrieval Tool</p> <p><i>(Some students may not be eligible to use this method)</i></p>	<p>Log onto your FAFSA studentaid.gov/h/apply-for-aid/afsa, 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.</p>	No Fee	3-5 Business Days			
<p>Tax Return Transcripts</p> <p>Address change: <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></p> <p>DO NOT request to have your transcripts mailed to the school.</p> <p>You will need:</p> <ol style="list-style-type: none"> 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 <p>*These must be for the first person listed on the tax return you are requesting.</p> <p>**These must be exactly as they appear on the tax return you are requesting</p>	<p>*Be sure to request a Tax Return Transcript. We cannot accept a Tax Account Transcript as it does not contain the information we need.</p> <p>Order or print Online: www.irs.gov/individuals/get-transcript</p> <p>Mail Form 4506-T Form available on the IRS website or call IRS <i>Tip: Check box in Section 6 & 6a.</i></p> <p>Order by Phone 1 (800) 908-9946</p>	No Fee	5-10 Days (printed transcripts are available immediately)			
	<p>Obtain in person (See below for locations local to Santa Ana College or go to www.irs.gov)</p> <table border="0"> <tr> <td> <p>IRS Office – Santa Ana 801 Civic Center Dr. Santa Ana, CA 92701 8:30 a.m. – 4:30 p.m. M-F</p> </td> <td> <p>IRS Office – Long Beach 501 W. Ocean Blvd. Long Beach, CA 90802 8:30 a.m. – 4:30 p.m. M-F</p> </td> </tr> <tr> <td> <p>IRS Office – Laguna Niguel 24000 Avila Rd Laguna Niguel, CA 92677 8:30 a.m. – 4:30 p.m. M-F</p> </td> <td> <p>IRS Office – Los Angeles 300 N. Los Angeles St. Los Angeles, CA 90012 8:30 a.m. – 4:30 p.m. M-F</p> </td> </tr> </table>	<p>IRS Office – Santa Ana 801 Civic Center Dr. Santa Ana, CA 92701 8:30 a.m. – 4:30 p.m. M-F</p>	<p>IRS Office – Long Beach 501 W. Ocean Blvd. Long Beach, CA 90802 8:30 a.m. – 4:30 p.m. M-F</p>	<p>IRS Office – Laguna Niguel 24000 Avila Rd Laguna Niguel, CA 92677 8:30 a.m. – 4:30 p.m. M-F</p>	<p>IRS Office – Los Angeles 300 N. Los Angeles St. Los Angeles, CA 90012 8:30 a.m. – 4:30 p.m. M-F</p>	No Fee
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<p>Wage and Income Transcripts through the IRS</p>	<p>Obtain by Mail</p> <p>Mail Form 4506-T Form available on the IRS website and Mark box 8 Bring Transcript in to the Financial Aid Office. We cannot accept IRS documents via email or fax.</p>	No Fee	5-10 days
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