

OBTAINING IRS TAX RETURN TRANSCRIPTS

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

Website www.irs.gov

Forms Needed	Method	Fee	Timeframe			
IRS Data Retrieval Tool <i>(Some students may not be eligible to use this method)</i>	Log onto your FAFSA studentaid.gov/h/apply-for-aid/fafsa , 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.	No Fee	3-5 Business Days			
Tax Return Transcripts 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> DO NOT request to have your transcripts mailed to the school. You will need: 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 Tax Return Transcript . We cannot accept a Tax Account Transcript as it does not contain the information we need. Order or print Online: www.irs.gov/individuals/get-transcript Mail Form 4506-T Form available on the IRS website or call IRS <i>Tip: Check box in Section 6 & 6a.</i> Order by Phone 1 (800) 908-9946	No Fee	5-10 Days (printed transcripts are available immediately)			
	Obtain in person (See below for locations local to Santa Ana College or go to www.irs.gov) <table><tr><td>IRS Office – Santa Ana 801 Civic Center Dr. Santa Ana, CA 92701 8:30 a.m. – 4:30 p.m. M-F</td><td>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>IRS Office – Laguna Niguel 24000 Avila Rd Laguna Niguel, CA 92677 8:30 a.m. – 4:30 p.m. M-F</td><td>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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Wage and Income Transcripts through the IRS	Obtain by Mail 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.	No Fee	5-10 days

OBTAINING IRS VERIFICATION OF NON-FILING LETTER

Obtain Online

Go to IRS webpage: www.irs.gov/individuals/get-transcript. No fee.

This is typically not available if you have never filed taxes before in prior years or if you do not have a credit card and mobile phone with texting. If this is the case, please use the paper request process detailed below.

- Under Tools, click "Get a tax transcript"
- Click "**Get Transcript ONLINE**" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by MAIL, see below)
- Enter the non-filer's Social Security Number, email address, filing status, [account numbers for loan or credit card associated with your name, and mobile phone associated with your name.](#)
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2020**".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter and print it.

Telephone Request

Available from the IRS by calling **1-800-908-9946**

Note: This is typically not available if you have never filed taxes before in prior years. If this is the case, please use the paper request process detailed below.

- Non-filers must follow prompts to enter their social security number and the numbers in their street address.)
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2020**".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-filing Letter requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506-T

Obtain IRS Form 4506-T from the Financial Aid Office or download at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS. (If any)
- Line 5 provides non-filers with the option to have their IRS Verification of Non-filing Letter mailed directly to a third party by the IRS.
Do not have your IRS Verification of Non-filing Letter sent directly to Santa Ana College.
- Line 7: Select the checkbox on the right-hand side for Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2020".
- Mail the completed IRS Form 4506-T to:
Internal Revenue Service
RAIVS Team
P.O. Box 9941 or FAX to 855-298-1145
Mail Stop 6734
Ogden, UT 84409
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 5 to 10 days.

For further assistance, please call the IRS at 1(844) 545-5640