



# Financial Aid Office

El Camino College (ECC) - 16007 Crenshaw Blvd. ♦ Torrance, CA 90506 ☎ 1-310-660- 3493 ♦ [www.elcamino.edu](http://www.elcamino.edu)  
Compton Center (COM) - 1111 E. Artesia Blvd., E-17 ♦ Compton, CA 90221 ☎ 1-310-900-1600 x 2935 ♦ [www.compton.edu](http://www.compton.edu)

## Tax Information Sheet Acceptable Tax Documentation for 2012-2013 Financial Aid

### IRS Data Retrieval – Free Application for Federal Student Aid (FAFSA) on the Web

Students and parents using FAFSA on the web and who have already submitted their federal tax return can electronically receive their tax data from the IRS. If the data is received successfully and unchanged, you may not have to submit an IRS Transcript to the Financial Aid Office.

The easiest way to provide accurate tax information is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to your FAFSA application, then select “Make FAFSA Corrections,” and navigate to the Financial Information section of the application. From there, answer the questions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your FAFSA. If you recently filed your 2011 IRS tax return, it takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

It is not recommended to use this tool if the following applies to you or your parent(s):

- Married, filing separate tax returns
- Filed Amended tax return
- Puerto Rican or Foreign tax return

If IRS Data Retrieval is not successful and you are selected for verification, you must provide a Tax Return Transcript and a W-2 Transcript. The Financial Aid Office may request a printed copy of the 1040, 1040A, or 1040EZ Federal Tax Returns because of data conflicts.

#### ➤ **TAX FILERS**

**REQUIRED DOCUMENT:** TAX RETURN TRANSCRIPT

#### ➤ **NON-TAX FILERS**

**REQUIRED DOCUMENTS:** W-2 TRANSCRIPT (includes employee wages, 1099, 1098, and 5498 income information)  
or VERIFICATION OF NON-FILING

### Requesting a Tax Return Transcript or W-2 Transcripts

Request Method	What?	Where?	How?	When?
<b>In Person</b> (Tax Filers and Non-Filers)	Request a 2011 TAX RETURN TRANSCRIPT, or W-2 TRANSCRIPT, or VERIFICATION OF NON-FILING	IRS – 501 W. Ocean Blvd. Long Beach, CA 90802  IRS - 300 N. Los Angeles St., Suite 4 Los Angeles, CA 90012  Hours: Monday-Friday, 8:30am – 4:30pm	Delivered personally to the tax filer	Same Day
<b>IRS Form 4506T</b> (Tax Filers and Non-Filers)	Request a 2011 TAX RETURN TRANSCRIPT, or W-2 TRANSCRIPT, or VERIFICATION OF NON-FILING	<a href="http://www.irs.gov/pub/irs-pdf/f4506t.pdf">www.irs.gov/pub/irs-pdf/f4506t.pdf</a>	Mailed	5-10 days from the date of receipt by the IRS
<b>Online</b> (Tax Filers Only)	Request a 2011 TAX RETURN TRANSCRIPT	<a href="http://www.irs.gov">www.irs.gov</a>	Mailed	5-10 Days
<b>Telephone</b> (Tax Filers Only)	Request a 2011 TAX RETURN TRANSCRIPT	(800) 908-9946	Mailed	5-10 Days