



# OBTAINING COPIES OF TAX RETURNS, TAX TRANSCRIPTS, and/or Form W-2

Internal Revenue Service Tel: 1(800) 829-1040

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 Toll, you can go to <a href="http://www.sac.edu/StudentServices/financialaid">www.sac.edu/StudentServices/financialaid</a> and click on the link for "2013-2014 How to Use IRS Data Retrieval Tool for FAFSA."	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	<p>*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.</p> <p><b>Order Online:</b> <a href="http://www.irs.gov/Individuals/Order-a-Transcript">http://www.irs.gov/Individuals/Order-a-Transcript</a></p> <p>Mail <b>Form 4506-T</b> (Rev. Jan 2008) Form available on the IRS website or call IRS <i>Tip: Check box in Section 6 &amp; 6a.</i></p> <p><b>Order by Phone</b> 1 (800) 908-9946</p> <p><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><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	10-15 Days
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<b>Verification of Nonfiling</b> Proof from the IRS that you did not file a return for the year.			10-15 Days				

W-2 Forms through Employer	Contact Employer/s	Contact Employer/s	Contact Employer/s
<b>W-2 Form transcripts through the IRS</b> <i>Also, Form 1099 Series, Form 1098 Series, or Form 5498 series Transcripts</i>	Mail <b>Form 4506-T</b> (Rev. Jan 2008) Form available in the IRS website or call IRS <i>Tip: Check box in Section 8.</i>	No Fee	Within 45 days

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