



## REQUEST FOR FEDERAL TAX RETURN or TAX TRANSCRIPT

Submit either of the following tax documents to the Financial Aid Office:

- A **SIGNED** copy of your **2018** Federal Tax Return (form 1040, 1040A, or 1040EZ), including all schedules, **OR**
- An **IRS 2018** Tax Return Transcript. Order at [www.irs.gov](http://www.irs.gov) (see instructions below).

**If you are unable to submit a SIGNED copy of your Federal Tax Returns, you can obtain a Tax Return Transcript by following the options listed below:**

- Order online at [www.irs.gov](http://www.irs.gov) (see screen shot below). **OR**
- Call 1-800-908-9946 to request a faxed copy. You must be at the fax machine when ordering. **OR**
- Complete a 4506-T Form and mail directly to IRS. Find form at: [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)

The screenshot shows the IRS website interface. At the top, there is a search bar and navigation links for 'Help', 'News', and 'Language'. Below this are buttons for 'Charities & Nonprofits' and 'Tax Pros'. A main navigation bar includes 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The 'Forms & Instructions' section is active, displaying a grid of service tiles. A red arrow points to the 'Get Your Tax Record' tile, which is highlighted. Other visible tiles include 'Refund Status', 'View Your Account', 'e-Services for Tax Professionals', 'Where's My Amended Return?', 'Make a Payment', 'Employer ID Number (EIN)', and 'Foreign Financial Institution (FFI) List'.

**Note 1:** You can't use "Get Transcript" online if you have an Individual Tax Identification Number (**ITIN**) instead of a Social Security number (**SSN**).

**Note 2:** The IRS cannot process your request online if you need your tax transcript mailed to an address other than the one they currently have on file for you (the one used on your most recent tax return). To have your transcript sent to a different address, please complete and mail Form 4506-T to the address indicated on the back of the form. [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)

## Request Online

### What You Need

To register and use this service, you need:

- your SSN, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

## Request by Mail

### What You Need

To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN),
- date of birth, and
- mailing address from your latest tax return

### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

IRS.gov Contact Us | Exit

### Get Transcript En Español | Privacy Notice

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN)

Day - Month - Year

Date of Birth

Day - Month - Year

Street Address

ZIP or Postal Code

Continue

## Select Transcript Type

Account Transcript

Return Transcript

Select "Return Transcript"

## Select Tax Year

2019

2018

2017

2016

Please submit your IRS Tax Transcript or Federal Tax Return as soon as possible to prevent further delay in processing your financial aid. Upon review of your file, it may be determined that additional information is needed to complete verification. Please call our office if you have any questions.

### Non-Discrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to: **Rancho Santiago Community College District** Title IX Officer and Section 504/ADA Coordinator John Didion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489