FINANCIAL AID OFFICE

IRS Request for 2013 Transcript of Tax Return or Proof of Non-Filing

If you and your spouse (if married) filed a 2013 federal tax return with the IRS, you may be eligible to use the IRS Data Retrieval Tool*, which is the best and easiest way to provide accurate tax information. With just a few simple steps you can view information from your IRS tax return and transfer that information directly into your 2014-2015 FAFSA (fafsa.gov). If you transfer the data from the IRS to your FAFSA, you will not be required to provide a transcript of tax return. Once our office receives verification that the information was retrieved from the IRS (and remains unchanged), the IRS Tax Transcript requirement will be waived. For married students, this option is available only if you and your spouse filed a joint tax return.

**The IRS Data Retrieval Tool option is currently not available for students who completed the CA Dream Application. You must provide a copy of the 2013 Transcript of Tax Return from the IRS.*

A separate transcript is needed for each tax return filed

If listed on your "To Do" list on MyGCC you and your spouse (if married) are required to provide a 2013 Transcript of Tax Return or Proof of Non-Filing from the IRS to verify income information provided on your FAFSA or CA Dream Application (if AB540). A transcript of tax return shows most line items from your federal tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your tax preparer or the IRS made after the return was filed. **If you are married but filed separate federal tax returns in 2013, we need a separate tax transcript or proof of non-filing for you and your spouse.** If you and/or your spouse (if married) are not eligible or choose not to use the IRS Data Retrieval Tool you have several options for providing this information.

- Obtain a transcript or letter of non-filing online at IRS.gov. Click on "Get Transcript for My Tax Records" and then click on "Get Transcript ONLINE". Provide the required information to create an account and then click on "**2013**" under "**Return Transcript**". Bring in a printout of the tax transcript or letter of non-filing once it is displayed on your screen.

  Online requests can also be processed if you want the transcript mailed to you. Click on "Get Transcript for My Tax Records" and then click on "Get Transcript by MAIL". Provide the required information and select "Return Transcript" for Type of Transcript and "2013" for Tax Year. The transcript or letter of non-filing will be sent to the address on file with the IRS, and you should allow 5-10 days to receive it. Online requests cannot be processed if you need the transcript mailed to an address other than the one the IRS has on file for you.

OR

- If you are unable to use the "Get Transcript" website, fill out the Request for Transcript of Tax Return (Form 4506-T). Go to the IRS website at http://www.irs.gov/pub/irs-pdf/f4506t.pdf and complete the form. For tax transcripts check box #6a. For proof of non-filing check box #7. For question #6 enter "2013". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**If you lived in or your business was in**" on page 2 of the 4506-T or it can be faxed to **(559) 456-5876**. You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- If you need information from other IRS forms, such as Form W-2 or Form 1099, you can use the Request for Transcript of Tax Return (Form 4506-T). Go to the IRS website at http://www.irs.gov/pub/irs-pdf/f4506t.pdf and complete the form. Check box #8 and for question #9 enter "2013". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)**" on page 2 of the 4506-T or it can be faxed to **(559) 456-5876**.You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- Call the IRS at **(800) 908-9946** and order a Transcript of Tax Return or Proof of Non-Filing for 2013.