Request for IRS 2022 Tax Return Transcript or Proof of Non-Filing
INDEPENDENT STUDENT

If you (and your spouse, if married) filed a 2022 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 transfer tax return information directly into your 2024-2025 FAFSA. Once our office receives verification that the information was retrieved from the IRS (and remains unchanged) the "2022 Tax Transcript" requirement will be waived. For students who are married this option is only available if a joint tax return was filed. Please note: The IRS Data Retrieval Tool option is not available to students who are completing the California Dream Application.

If listed on your "To Do" list on MyGCC, you are required to provide a 2022 Tax Return Transcript from the IRS to verify information provided on your FAFSA or CA Dream Application. A tax return transcript shows most line items from your federal tax return as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes made to your account after the return was filed. If you are married but filed separate federal tax returns for 2022 we need a tax return transcript or proof of non-filing for both you and your spouse. If you are not eligible to, or choose not to, use the IRS Data Retrieval Tool, you have several options for providing this information:

- Obtain a tax return transcript online at IRS.gov. Click on "Get your Tax Record" and then on "Get Transcript by MAIL". Provide the required information (please note that going to usps.com and selecting the "Look Up a ZIP Code" feature (under Quick Tools) should give you the IRS acceptable version of your address). Then select "Return Transcript" for Type of Transcript and "2022" for Tax Year. The tax return transcript will be sent to the address on file with the IRS within 5-10 days. Online requests cannot be processed if you need the transcript mailed to a different address.

- 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 a tax return transcript check box #6a. For proof of non-filing check box #7. For a W2 transcript check box #8. For question #9 enter "12/31/2022". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The 4506-T must be mailed to the appropriate IRS address (or faxed to the appropriate number) found under "Chart for Individual Transcripts (Form 1040 Series and Form W2 and Form 1099)". You can expect your transcript to be sent within 5 to 10 days from receipt of your request.

- Call the IRS at (800) 908-9946 to order a Tax Return Transcript for 2022.

- Go in to an IRS office: 300 N. Los Angeles St.   6230 Van Nuys Blvd.
  MON - FRI   Los Angeles, CA 90012   Van Nuys, CA 91401
  8:30 - 4:30   213-576-3009   818-779-3625

IMPORTANT: PLEASE REQUEST A TAX RETURN TRANSCRIPT. DO NOT REQUEST A TAX ACCOUNT TRANSCRIPT. DO NOT SUBMIT TAX RETURN (1040) COPIES UNLESS SPECIFICALLY ASKED TO DO SO.

Individuals Who File Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority.

- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.

- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

Office of Financial Aid • Sierra Vista Building, Third Floor • 818-240-1000 Ext. 5916 • finaid@glendale.edu • www.glendale.edu/FA

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