**Instructions on how to request a Tax Return Transcript from the Internal Revenue Service (IRS)**

Due to new Federal Regulations we can only accept copies of **2012 IRS Tax Return Transcripts** for the **2013-2014** **academic year**.

You have three options to obtain your IRS Tax Return Transcript for the **2012 tax year**:



1. **By telephone:** Contac the IRS at 1-800-908-9946 and

follow the voice prompts. If successfully validated, tax filers

can expect their Tax Transcript in the mail within 5-10 business days.

1. **Online:** Go to

[**http://www.irs.gov/Individuals/Order-a-Transcript**](http://www.irs.gov/Individuals/Order-a-Transcript)

If successfully validated, tax filers can expect their Tax Transcript

in the mail within 5-10 business days.

>The IRS cannot process your request online if you need transcripts

mailed to an address other than the one they have on file for you.

1. **In Person:** Visit the Internal Revenue Service in

1301 Clay St (between 13th St & 14th St)

Oakland, CA 94612

They are open Monday through Friday from 8:30am to 4:30pm.

You will receive a Tax Return Transcript the same day.

Make sure you have gathered your information before contacting the IRS:

* Social Security Number or IRS Individual Taxpayer Identification Number (ITIN)
* Street address and zip code (or postal code)
* Letter of “**NON-FILER”** can be requested by phone or in person.
* IRS Tax Return Transcripts requested online, by telephone, or in person cannot be sent directly to a third party by the IRS.