



Instructions for Requesting IRS Documents

IRS Tax Return Transcript

You can obtain an IRS Tax Return Transcript, free of charge, from the IRS in one of four ways. If you have never filed taxes, you may have to use the paper request process. If requested, you must submit an IRS Tax Return Transcript (**not** a photocopy of the Income Tax Return) to the MiraCosta College Financial Aid Office.

ONLINE REQUEST

- Go to <https://www.irs.gov/individuals/get-transcript>
- Select “Get Transcript Online” (preferred method) to immediately print your transcript or select “Get Transcript by Mail” and the IRS will mail your transcript to you.
- Request the **Tax Return Transcript** (not the Tax Account Transcript) for tax year **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

TELEPHONE REQUEST

- Call the IRS at 800-908-9946 and follow the prompts.
- Request an IRS **Tax Return Transcript** and then enter **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

PAPER REQUEST – IRS FORM 4506-T

- Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete the form and mail to the IRS at the address indicated.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

IN-PERSON REQUEST

- You can request transcripts from the IRS office located at 1 Civic Center Drive #400, San Marcos, CA 92069. You can call them at 844-545-5640 to make an appointment.

W-2 Wage and Income Transcript

If you are required to submit your 2015 W-2 form(s) and other records received for earnings, you may submit copies of the original documents to the Financial Aid Office. If you do not have the original documents, and cannot obtain a copy from your employer, you must request your Wage & Income Transcript from the IRS. You can obtain this transcript, free of charge, from the IRS in one of three ways. If you have never filed taxes, you must use the paper request process.

ONLINE REQUEST

- Go to <https://www.irs.gov/individuals/get-transcript>
- Select “Get Transcript Online” (preferred method) to immediately print your transcript or select “Get Transcript by Mail” and the IRS will mail your transcript to you.
- Request the **Wage and Income Transcript** for tax year **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

TELEPHONE REQUEST

- Call the IRS at 800-908-9946 and follow the prompts.
- Request the **Wage and Income Transcript** for tax year **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

PAPER REQUEST – IRS FORM 4506-T

- Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete the form and mail to the IRS at the address indicated.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

Verification of Non-filing Letter

An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for a specific tax year. Non-Tax filers can request an IRS Verification of Non-filing Letter of their 2015 tax return status, free of charge, from the IRS in one of three ways. If you have never filed taxes, you must use the paper request process.


ONLINE REQUEST

- Go to <https://www.irs.gov/individuals/get-transcript>
- Select “Get Transcript Online” (preferred method) to immediately print your transcript or select “Get Transcript by Mail” and the IRS will mail your transcript to you.
- Request the **IRS Verification of Non-filing Letter** for tax year **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

TELEPHONE REQUEST

- Call the IRS at 800-908-9946 and follow the prompts.
- Request the **IRS Verification of Non-filing Letter** for tax year **2015**.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

PAPER REQUEST FORM – IRS FORM 4506-T

- Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> 
- Complete the form and mail to the IRS at the address indicated.
- Once you receive your IRS document, please submit to the MiraCosta College Financial Aid Office.

Signed Statement of Non-filing

If you, your spouse (if applicable) or your parents (if applicable) are required to submit a signed statement that a 2015 IRS Income Tax Return was not filed, the following must be provided:

- A **signed** statement “certifying that the individual (student, spouse, parents) has not filed and is not required to file a 2015 income tax return.” Include a listing of the sources of any 2015 income earned by the individual from work and the amount of income from each source. Please indicate if you did not earn any income in 2015.
- A copy of a W-2 (or an equivalent document) from each source of 2015 employment income received by the individual.