How to Order a Tax Return Transcript 2012-2013

Students and/or parents who are required to provide a federal tax return and did not transfer their IRS data to the FAFSA must provide a tax return transcript directly from the IRS. Instructions on how to order a tax return transcript can be found at the IRS website. There are three easy and convenient ways to obtain copies of federal tax return information—by phone, online or by mail;

- **To order the transcript by phone**: Call 1-800-908-9946.
- **To order by mail**: complete IRS Form 4506-T *(Request for Transcript of Tax Return)*.
- **Taxpayer Assistance Center**: visit [http://www.irs.gov/localcontacts/index.html](http://www.irs.gov/localcontacts/index.html) (link to locate taxpayer assistance centers by state)

If you submit a written request (Form 4506-T) to the IRS, you can authorize the IRS to send your transcript directly to College of Marin as a third party. The address to provide the IRS is: College of Marin, Financial Aid Office, 835 College Avenue, Kentfield, CA 94904.

The IRS does not charge a fee for transcripts. Allow five to ten days for delivery if transcript ordered online or by phone. Transcripts ordered by mail will take longer to process with consideration given to mail delivery time. The IRS cannot process a request online if you need the transcript mailed to an address other than the one they have on file for you or your parent. To send your transcript to a different address, complete and send Form 4506-T *(Request for Transcript of Tax Return)*. **Do not use Form 4506 to order a Copy of Tax Return. This is not what we need and there is a processing fee.**