



## REQUEST FOR FEDERAL TAX RETURN or TAX TRANSCRIPT

Submit either of the following tax documents to the Financial Aid Office:

- A **SIGNED** copy of your **2020** Federal Tax Return, including all schedules, **OR**
- An **IRS 2020 Tax Return Transcript**. Order at [www.irs.gov](http://www.irs.gov) (see instructions below).

**If you are unable to submit a SIGNED copy of your Federal Tax Returns, you can obtain a Tax Return Transcript by following the options listed below:**

- Order online at [www.irs.gov](http://www.irs.gov) (see screen shot below). **OR**
- Call 1-800-908-9946 to request a faxed copy. You must be at the fax machine when ordering. **OR**
- Complete a 4506-T Form and mail directly to IRS. Find form at: [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)

**How can we help you?**

- Get Your Refund Status
- Sign in to Your Account
- Find Your Child Tax Credit Payment Information
- File Your Taxes for Free
- Get Your Tax Record**
- Make a Payment
- Get Answers to Your Tax Questions
- Apply for an Employer ID Number (EIN)
- Get Economic Impact Payment Information

**Note 1:** You can't use "Get Transcript" online if you have an Individual Tax Identification Number (**ITIN**) instead of a Social Security number (**SSN**).

**Note 2:** The IRS cannot process your request online if you need your tax transcript mailed to an address other than the one they currently have on file for you (the one used on your most recent tax return). To have your transcript sent to a different address, please complete and mail Form 4506-T to the address indicated on the back of the form. [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)

### **Non-Discrimination Policy**

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to: **Rancho Santiago Community College District Title IX Officer and Section 504/ADA Coordinator John Didion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489**