



Financial Aid and Scholarship Office
One University Circle • Turlock, CA 95382
Telephone (209) 667-3335 * Fax# (209) 664-7064
<http://www.csustan.edu/financialaid>

Requesting an IRS Tax Return Transcript – Tax Year 2012

The Tax Return Transcript is free of charge, and must be requested by the tax filer directly from the IRS. To request your transcript, follow the instructions below.

ONLINE REQUEST

- Available on the IRS website at <http://www.irs.gov>
- Under the **TOOLS** section of the homepage, click **“Order a Return or Account Transcript.”**
- Click **“Order a Transcript.”**
- Enter the tax filer’s Social Security Number, Date of Birth, Street Address, and zip or postal code. Be sure to use the address currently on file with the IRS (generally this will be the address that was listed on the latest tax return filed).
- Click **“Continue.”**
- In the **TYPE OF TRANSCRIPT** field, select **“RETURN Transcript;”** in the **TAX YEAR** field, select **“2012.”** *Be sure to select RETURN Transcript. The “ACCOUNT” transcript cannot be used for FAFSA Income Verification purposes.*
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request – within 5 to 10 days from the time of the request.

TELEPHONE REQUEST

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their Social Security Number, and the numbers in their street address. Be sure to use the address currently on file with the IRS (generally this will be the address that was listed on the latest tax return filed).
- Select **“OPTION 2”** to request an IRS Tax Return Transcript and the enter **“2012.”**
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request – with 5 to 10 days from the time of the request.

IN-PERSON REQUEST

- For same day service, you can visit your local IRS Office to request & obtain the Tax Return Transcript
- To find your local office, go to the IRS website at <http://www.irs.gov>
 - Select **“Contact Your Local IRS Office”** (located at the bottom of the homepage, in the **LEARN ABOUT IRS** section).
 - Select your state from the map.
- See the reverse side of this page for Office Locations in California State.

PLEASE NOTE:

- Tax Return Transcripts requested online or by telephone **CANNOT** be sent directly to a third party by the IRS. Once you receive the Transcript, write the Student’s Name and CSULB ID at the top of each page.



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Local IRS Offices – State of California

<i>City</i>	<i>Street Address</i>	<i>Telephone</i>
Bakersfield	4825 Coffee Road; Bakersfield, CA 93308	(661) 632-2799
Camarillo	751 Daily Drive; Camarillo, CA 93010	(805) 445-4771
Chico	1395 Ridgewood Dr.; Chico, CA 95973	(530) 343-2324
El Centro	2345 S. Second Street; El Centro, CA 92243	(760) 352-3721
El Monte	9350 East Flair Drive; El Monte, CA 91731	(626) 312-5138
Fresno	2525 Capitol Street; Fresno, CA 93721	(559) 444-2044
Laguna Niguel	2400 Avila Road; Laguna Niguel, CA 92677	(949) 389-4002
Long Beach	501 W. Ocean Boulevard; Long Beach, CA 90802	(562) 491-7751
Los Angeles	300 N. Los Angeles Street; Los Angeles, CA 90012	(213) 576-3009
Modesto	1533 Lakewood Avenue; Modesto, CA 95355	(209) 548-7388
Oakland	1301 Clay Street; Oakland, CA 94612	(510) 637-2487
Palm Springs	556 S. Paseo Dorotea; Palm Springs, CA 92264	(760) 866-6125
Redding	850 Industrial Street; Redding, CA 96002	(530) 224-0695
Sacramento	4330 Watt Avenue; Sacramento, CA 95821	(916) 974-5225
Salinas	928 East Blanco Road; Salinas, CA 93901	(831) 753-6895
San Bernardino	290 N. D Street; San Bernardino, CA 92401	(909) 388-8108
San Diego	880 Front Street; San Diego, CA 92101	(619) 615-9555
San Francisco	450 Golden Gate Avenue; San Francisco, CA 94102	(415) 553-8990
San Jose	55 S. Market Street; San Jose, CA 95113	(408) 282-0179
San Marcos	1 Civic Center Drive; San Marcos, CA 92069	(760) 736-7355
Santa Ana	801 Civic Center Drive W.; Santa Ana, CA 92701	(714) 347-9204
Santa Barbara	1332 Anacapa Street; Santa Barbara, CA 93101	(805) 564-7555
Santa Maria	2384 Professional Parkway; Santa Maria, CA 93455	(805) 352-0355
Santa Rosa	77 Sonoma Avenue; Santa Rosa, CA 95404	(707) 523-0924
Stockton	4643 Quail Lakes Drive; Stockton, CA 95207	(209) 942-1910
Van Nuys	6230 Van Nuys Blvd; Van Nuys, CA 91401	(818) 756-4607
Visalia	5300 W. Tulare Street; Visalia, CA 93277	(559) 265-4109
Walnut Creek	185 Lennon Lane; Walnut Creek, CA 94598	(925) 935-9308

By contacting the office at the telephone number listed above, you will be provided with a recorded business message with information about office hours, locations, and services provided in that office.