

Schools are no longer permitted to accept copies of federal income tax returns in order to satisfy tax verification requirements. Therefore, you must submit your income tax information one of two ways - either by using the Internal Revenue Service Data Retrieval Tool (IRS DRT) to transfer income tax information directly from the IRS web site into the FAFSA or by submitting a copy of a tax return transcript. Directions on utilizing both options are detailed below.

IRS Data Retrieval Tool:

Completing the IRS DRT when you *initially* file the FAFSA:

- Log into www.fafsa.gov and begin the application. Once to the “**Financial Information**” section, you will be asked if you have or have not filed your taxes. **If you have already filed your taxes (at least 10 days prior)**, you may have the option to use the IRS DRT.
NOTE: Parental information requires separate IRS access and can only be done by the parent. If you have not yet filed your taxes and select the “**will file taxes**” option, you cannot use the IRS Data Retrieval at this time.
- Click “**Link to IRS**” and then “**OK.**” You will be transferred to the IRS website.
- Enter the requested information and click “**Submit.**” Be sure to enter your address exactly as shown on your taxes.
- Your IRS tax information will be displayed. Check the box near “**Transfer My Tax Information into the FAFSA**” and then click “**Transfer Now.**”
- Questions that are populated with IRS tax information will be marked with “**Transferred from the IRS.**”
NOTE: If you make changes to data that was transferred, the retrieval process is voided.
- Be sure to complete and electronically sign (if a dependent student, one parent also needs to electronically sign) and submit your FAFSA.
- If the data transfer is successful, the school(s) listed on the FAFSA will be notified within 3-5 business days.

Completing the IRS DRT *after* the FAFSA has already been submitted:

- Log back into www.fafsa.gov at least 10 days after you have electronically filed taxes.
- Click on “**Make FAFSA Corrections**” located near the bottom of the page.
- Click on the “**Financial Information**” tab. **NOTE:** If dependent student, both the student and parent must update their own tax information.
- Change answer from “**Will File**” taxes to “**Already Completed**” taxes.
- **If you are eligible to use the IRS Data Retrieval**, click “**Link to IRS**” and then “**OK.**” You will be transferred to the IRS website.
- Enter the requested information and click “**Submit.**” Be sure to enter your address exactly as shown on your taxes.
- Your IRS tax information will be displayed. Check the box near “**Transfer My Tax Information into the FAFSA**” and then click “**Transfer Now.**”
- Questions that are populated with IRS tax information will be marked with “**Transferred from the IRS.**”
NOTE: If you make changes to data that was transferred, the retrieval process is voided.
- Be sure to complete and electronically sign (if a dependent student, one parent also needs to electronically sign) and submit your FAFSA.
- If the data transfer is successful, the school(s) listed on the FAFSA will be notified within 3-5 business days.

IRS Tax Return Transcript:

Get Transcript by MAIL via online request:

- Go to www.irs.gov and click on “**Get Transcript of your Tax Records**” under the “**Tools**” section.
- Click “**Get Transcript by Mail**” and enter the tax filer’s information.
NOTE: 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 (NOT an Account Transcript)** and in the **Tax Year** field, select **2015**.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript mailed to their address within 5 to 10 days.
- Once the tax return transcript is received, submit a copy to the school(s) via email, fax, mail or delivered in person.

Get Transcript by MAIL via telephone request:

- Contact the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to verify identity.
- Select **Option 2** to request an IRS Tax Return Transcript and then enter **2015**.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at their address within 5 to 10 days.
- If you need further assistance, press “0” to speak to an IRS Representative.
- Once the tax return transcript is received, submit a copy to the school(s) via email, fax, mail or delivered in person.