

If you have been selected for verification, federal regulations no longer allow the Financial Aid Office to accept a personal copy or printout of your federal tax return.

You have two options to provide the Financial Aid Office with your 2015 federal tax information.

Option 1 (recommended): IRS Data Retrieval on your FAFSA**

The IRS Data Retrieval tool allows students and parents to pull their 2015 tax data directly from the IRS website into the student's FAFSA form. To do this, follow these steps:

1. Make a correction to your 2016/2017 FAFSA at www.fafsa.gov
2. Under student (and parent, if dependent) financial information click "Link to IRS." You will then be transferred to the IRS website www.irs.gov where you will be asked personal information (i.e. name, address, filing status etc.) which must exactly match your tax return.
3. Once your identification has been validated, your tax information will be displayed. You will have the option to transfer your IRS information to your FAFSA, or to return to the FAFSA website. You want to choose the option to **transfer your IRS information to the FAFSA and submit.**
4. When you have transferred your information, the questions that have been populated with tax information will be marked "Transferred from the IRS," sign and submit your FAFSA.

**This tool will be available two weeks after an electronic return is filed or eight weeks after a paper return is filed. If you filed a joint tax return, you may have to re-enter your identification information a second time to have it validate and link to the IRS. For assistance, please call 1.800.433.3243

Option 2: Provide our office with an IRS Tax Return Transcript

There are multiple ways to obtain a 2015 tax **return** transcript from the IRS. Any of these options will provide you with a "free" tax return transcript.

1. Request online through www.irs.gov by clicking "Tools", then "Get Transcript of Your Tax Records". Within 5-7 business days, you will be mailed a tax return transcript from the IRS.
2. Request via phone by calling 1(800)908-9946
3. Mail form 4506-T (found at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the Internal Revenue Service. You will first need to check option **6a** and fill in **2015** under option **9** and complete all other necessary information, plus your signature and date. Mail the 4506-T directly to the IRS using the address chart given in the instructions.

Please note: If our office **specifically asks you to provide a 2015 non-filing verification you will need to select options 7 and 8 on form 4506-T. You will also need to fill in **2015** under option **9**.