

Use **one** of the methods below to obtain the required tax information.

1. Use the IRS Data Retrieval Tool on the FAFSA.

Instructions on using the tool are below.

Step 1

- Go to www.fafsa.gov.
- Click *Start Here*, login, and begin a correction.

Step 2

- Navigate to the *Financial Information* tab. You will be asked a series of questions to determine if you are eligible to use the tool.
- If you check *None of the Above*, the data retrieval tool will appear.

Step 3

- Enter your FSA ID and click *Link To IRS*. You will be transferred to the IRS site.

Step 4

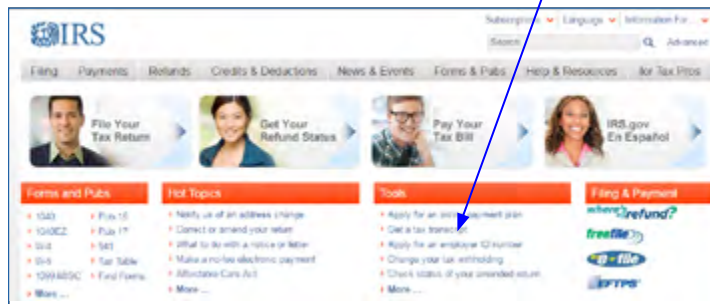
- Review your information on the IRS website. Make sure the address you enter is the **exact address** you entered on your taxes.
- If the information you enter is verified by the IRS, you'll be able to select the *Transfer My Tax Information into the FAFSA* at the bottom, and then select *Transfer Now*.

Step 5

- You will be redirected back to the FAFSA.
- Don't forget to **sign and submit**.

2. Obtain a free IRS Tax Return Transcript at www.irs.gov.

Go to www.irs.gov. Under "Tools," click on "Get a Tax Transcript."



On this page, you **may** be offered an option to "Get Transcript Online."

If this option is not available, you will need to order the transcript by mail.

Be sure to use the address currently on file with the IRS. Generally this will be that address you listed on the latest tax return you filed.



3. Obtain an IRS Tax Return Transcript by phone: 1-800-908-9946.

4. Mail a paper request form to the IRS (Form 4506T-EZ or IRS Form 4506-T).

Transcript Types

The following commonly requested transcripts are available online or by mail.

- **Tax Return Transcript**
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.