



Listed below (front and back) are two options for obtaining the needed tax information for the Verification process. If you are having difficulty with option I, please complete option II.

I. Instructions for using IRS Data Retrieval

- Go to fafsa.ed.gov
- Log into student's FAFSA
- Click "Make FAFSA corrections"
- Go to the Financial Information tab of the FAFSA
- Select "Already completed" on the filing status if you have already filed your taxes
- Click "No" to the following three questions that appear if that is the correct answer
- It may ask for parent's FSA ID and password. If you have not created one, you will need to at fsaid.ed.gov. Once you have a FSA ID created...
- Click "Link to IRS" option that comes up
- Click OK on the following page
- Click OK on the box that comes up
- Fill in your filing status and address (this process connects your tax return with the IRS)
 - Note: Address has to match perfectly with address on your official tax return
- If it accepts your filing status and address, your tax information will appear on the following page
- Check the "Transfer My Tax Information into the FAFSA" and click "Transfer now"
- If the student filed taxes also, follow same instructions for student's financial information
- Finally, complete the FAFSA as normal, resign with FSA IDs, and resubmit it fully.

II. Obtaining a hardcopy IRS Tax Return Transcript

1. Request a copy online at irs.gov
 - Under “Tools” select “Get a Tax Transcript”
 - Click “Get Transcript ONLINE” button
 - Follow the step-by-step instructions provided by the website
 - Note: Address has to perfectly match address on official tax return
 - From the “Type of Transcript” drop-down, select “Return Transcript”
 - From the “Tax Year” drop-down, select “2015”
 - Follow prompts and print your Tax Return Transcript

OR

2. Request a copy online at irs.gov
 - Under “Tools” select “Get a Tax Transcript”
 - Click “Get Transcript by MAIL” button
 - Enter SSN, Date of Birth, and address for the primary taxpayer in family
 - Note: Address has to perfectly match address on official tax return
 - From the “Type of Transcript” drop-down, select “Return Transcript”
 - From the “Tax Year” drop-down, select “2015”
 - Select “Continue” and the following screen should let you know if your request was successful

OR

3. Call 1-800-908-9946 and request a transcript by the automated system. Please follow the options listed below:
 - Follow prompt for social security number and the numbers in your street address. (If filing jointly, follow prompt to enter additional information)
 - Option 2 – to request an IRS Tax Return Transcript
 - Enter 2015
 - Follow prompts until successful

Your transcript(s) will be mailed to you within 5 to 10 days