



Tax Verification Information

Listed below are two options for obtaining the needed tax information for the Verification process.

I. Instructions for using IRS Data Retrieval

- Go to studentaid.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. Also select how you filed (single, married, etc.)
- Click "No" to the following 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.

III. Obtaining a hardcopy IRS Tax Return Transcript

- Request a copy online at irs.gov
- Select the option "Get Your Tax Record"
- Click "Get Transcript ONLINE" OR "Get Transcript by MAIL" button
- Follow the prompts and instructions
- ONLINE option should produce a PDF copy of your tax return transcript that you can then mail to our office.
- MAIL option will send a copy of your tax return transcript by mail to your address in 5-10 business days. Once received, please mail to our office.