IRS DATA RETRIEVAL TOOL INSTRUCTIONS

✓ Log into www.fafsa.gov

✓ Click on “Make FAFSA Corrections”

✓ Click on “Financial Information” tab (Fig. 1)

✓ Click Link to IRS (Fig. 1) and OK

✓ On the IRS Web site enter the requested information exactly as it appears on your 2015 taxes (Fig. 2) and click Submit

✓ Click on the box under the “Transfer My Tax Information into the FAFSA” and then click Transfer Now

✓ You should receive the message “You have successfully transferred your 2015 tax information”

✓ Complete all steps and electronically sign and Submit your FAFSA

✓ Your FAFSA is successfully submitted once you have received a confirmation number
TAX RETURN TRANSCRIPT ONLINE REQUEST

PLEASE NOTE: We strongly recommend all students/parents try to use the IRS Data Retrieval Tool. If you are unable to successfully use the IRS Data Retrieval Tool by following the steps provided, please follow the steps below to request a Tax Return Transcript via US Mail.

✓ Visit the IRS Web site at www.irs.gov
✓ In the TOOLS section of the homepage click “Get a Tax Transcript”

✓ Click “Get Transcript by MAIL”
✓ Enter the information requested as prompted
✓ On the next page, Type of Transcript should be “Return Transcript” for Tax Year “2015”. Click Continue
✓ If you are successful in requesting the Tax Return Transcript by mail, you will receive the following message: “We have accepted your request for a 2015 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.”

IRS OFFICE INFORMATION

Please attempt to request the transcript online before calling the IRS Office. Assistance is available in the Financial Aid Office.

✓ Phone: (800) 829-1040
✓ Request a Tax Return Transcript for the appropriate aid year.