

2015 Parent Tax Information Request

Your son/daughter's 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law requires that before awarding Federal Student Aid, we confirm the tax information you reported on the FAFSA. You have the option to update data on the FAFSA or provide an IRS Tax Return Transcript. The instructions below will assist in the tax verification process. Please complete one of the options below within 30 days of this request. If there are discrepancies between the data on your FAFSA and the information on the IRS Tax Return Transcript, your FAFSA may need to be corrected.

Important Note: The instructions below apply to both parents in the household.

If you are **married and filed separate** 2015 tax returns, both parents in the household must submit 2015 IRS Tax Return Transcripts using Option 2 below.

If you filed, or will file, an **amended 2015 IRS tax return**, you must request the IRS Tax Return Transcript using Option 2 below. You must also provide a signed copy of the original tax return that was filed with the IRS and a signed copy of the IRS Form 1040X that was filed with the IRS.

If you applied for an **IRS filing extension**, please submit a copy of IRS Form 4868, along with a copy of IRS Form W-2 for each source of employment income received for tax year 2015.

If you are a victim of **IRS identity theft** and cannot use Option 1 or 2 below, please contact the Financial Aid Office.

Option 1: IRS Data Retrieval Tool (DRT)

We strongly encourage the IRS Data Retrieval Tool method to expedite the process. This is the fastest, easiest and most secure option for meeting the tax verification requirement. Federal regulations prevent us from using a copy of your 2015 U. S. Income Tax Return for taxable income verification purposes.

IRS Data Retrieval Tool Process:

- Go to www.fafsa.gov
- Log in to the FAFSA record and select "Make FAFSA Corrections"
- Click on the "Financial Information" tab
- Click "View option to link to the IRS"
- Enter Parent FSA ID Username and Password
- Click "Link To IRS" and follow the instructions

In most cases, for electronic filers, the IRS DRT is available within 2 – 3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for paper filers, the IRS DRT is available 6 - 8 weeks after the 2015 paper IRS income tax return has been received by the IRS. If you are unable to use the IRS Data Retrieval Tool, please refer to Option 2 below. If you need more information about when, or how to use the IRS DRT, contact the Financial Aid Office.

Option 2: IRS Tax Return Transcript

If you are unable to use the IRS Data Retrieval Tool in FAFSA on the Web, you must submit to the Financial Aid Office a copy of the **2015 IRS Tax Return Transcript**—not photocopies of the income tax return. You can request the 2015 IRS Tax Return Transcript free of charge using one of these options:

Online: Go to www.irs.gov, under Tools heading on the homepage, click "Get a Tax Transcript." Click "Get Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and **not** the "IRS Tax Account Transcript."

IRS2Go App:

Apple Online Store: <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>

Google Play: <https://play.google.com/store/apps/details?id=gov.irs>

Download App, Select Tax Records, Return Transcript, 2015

Telephone: 1.800.908.9946, Enter SSN, Street Address Numbers, Select Option 2, 2015

It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.