

## 2016 Student Tax Information Request

Your 2018-2019 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 you 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 the student and spouse, if married.

If you are **married and filed separate** 2016 tax returns, you and your spouse must submit 2016 IRS Tax Return Transcripts using Option 2 below.

If you filed, or will file, an **amended 2016 IRS tax return**, you must request the IRS Tax Return Transcript using Option 2 below. You must also provide a signed copy of the 2016 IRS Form 1040X, Amended U. S. Individual Tax Return, that was filed with the IRS.

If you were granted an **IRS filing extension** beyond the automatic six-month extension, please contact the Financial Aid Office.

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 2016 U. S. Income Tax Return for taxable income verification purposes.

**IRS Data Retrieval Tool Process:**

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Log in to the **FAFSA** record and select **Make FAFSA Corrections**
- Click on the **Financial Information** tab
- Click **Link to IRS**
- Click **Proceed to IRS Site**
- On the **IRS web site**, enter the requested data exactly as it appears on your tax return.

### 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 **2016 IRS Tax Return Transcript**—not photocopies of the income tax return. You can request the 2016 IRS Tax Return Transcript (IRS Form 4506-T) free of charge using one of these options:

**Online:** Go to [www.irs.gov](http://www.irs.gov), click **Get Your Tax Record** and select **Get Transcript Online** or **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, 2016

**Telephone:** 1.800.908.9946, Enter SSN, Street Address Numbers, Select Option 2, 2016