

Providing Parent and/or Student Tax Return Documentation

IRS Data Retrieval Match on FAFSA (*Preferred Option*)

- Students and parents can correct their FAFSA by doing the "LINK TO IRS" anytime after the FAFSA has been processed.
- Once logged into www.fafsa.ed.gov >> click on "FAFSA Correction".
- The student section is under the "Student Tax Information".
- The parent section is under the "Parent Financial Information".
- Make a correction under "Filing Status" to "Already Filed"; Answer questions about your filing status.
- The "LINK TO IRS" should appear. You will be directed to an outside site of the IRS and then answer the verification questions.
- Click on the box to transfer the information to the FAFSA.
- Do not make any corrections to questions marked with the IRS retrieval as this will invalidate the match.

IRS Data Retrieval Match is not available for the following Tax Filers:

- Amended tax returns
- Married filing separately
- Foreign tax returns

IRS Tax Return Transcript (when the IRS Data Retrieval Match on the FAFSA is not available)

If the applicant and their parents (if applicable) are ineligible to have the IRS data retrieval match performed on the FAFSA, then Official Tax Return Transcripts must be requested from the IRS and provided to the Financial Aid Office along with any other requested materials.

Mail Requests

- Visit www.irs.gov/Individuals/Get-Transcript.
- **Get Transcript by MAIL** Instructions
 - Enter the requested information and click Continue.
 - Select "Return Transcript" for the Type of Transcript, select the tax year requested for Tax Year, and click Continue.
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address on file with the IRS within 5 to 10 business days. IRS Tax Return Transcripts cannot be sent to an address other than the one on file with the IRS.
 - Once received, deliver the Tax Return Transcript to the Office of Financial Aid.

In Person Local IRS Office Request

- If you are planning to go to an IRS office to pick up your Tax Return Transcript, please remember the following:
 - The individual named on the tax form must be present with ID. This includes a social security card and driver's license. If there is no available driver's license a photo ID may be presented in its place.
 - Students cannot request parent's transcripts.
 - Parents cannot request student's transcripts.
 - Many offices are located in Federal Office Buildings. These buildings may not allow visitors to bring in cell phones.
 - Most offices are open from 8:30 a.m.-4:30p.m.