The federal Dept. of Education policy for verifying Student and/or Parent Income requires the student and/or parent to use the IRS Data Retrieval Tool or obtain the 2016 IRS Tax Return Transcript. The various IRS 1040 tax forms are NOT acceptable. Please do not send us a copy of those unless we request it. Our office cannot use it for the verification process.

Instructions on completing the IRS Data Retrieval OR obtaining the 2016 IRS Tax Return Transcript:

**IRS Data Retrieval**

*The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the web. These steps are provided assuming you have FILED your taxes. Also, it takes up to two weeks for the IRS income information to be available for Data Retrieval for electronic tax filers and up to eight weeks for paper tax filers. The following is a link to a YouTube video using the IRS Data Retrieval Tool: https://www.youtube.com/watch?v=KoiBrTvqglU&list=PL4ZLwxlhOcpQp7Cm1Cgt84CjYbjgk3bk

**Step 1:** Go to FAFSA.ed.gov and click on the green “Login” button

**Step 2:** Enter the FSA ID required login information to log in to the student’s FAFSA

**Step 3:** Select “Make FAFSA Corrections”

**Step 4:** Click on the **Financial Information** tab across the top. This screen shows Parent Tax information. (To get to Student’s Tax screen, scroll to bottom and click Next).

**Step 5:** Select “Already completed” for the question: “For 2016, have you completed your IRS income tax return or another tax return?”

**Step 6:** Check the appropriate box for your filing status. If you qualify, click on the blue link below “View option to link to the IRS”. Follow the instructions given by FAFSA. If you do not qualify, cannot see the blue link, or have difficulty getting to the IRS website, you will need to follow the instructions below for requesting the 2016 IRS Tax Return Transcript.

*If you are a dependent student, you will need to do the Data Retrieval process for your parent(s) as well. You will go to the Parent Demographics section and do steps 4 and 5 above.

**Step 6:** After using the Data Retrieval Tool successfully, please make sure you advance to the end of the FAFSA screens, sign and agree for both student and parent, and “SUBMIT” FAFSA.

If you are unsuccessful in using the IRS Data Retrieval Tool, you may request a Tax Return Transcript from the IRS. Please see the next page below for instructions.
Requesting the 2016 IRS Tax Return Transcript

If you are unable, or choose not, to use the IRS Data Retrieval Tool you will need to submit a request for an IRS Tax Return Transcript.

The IRS provides two methods to request the Tax Return Transcript. You can choose to order by Online, which if successful, will provide a download of the document within minutes, or order by postal mail, which may take up to two weeks to get.

For Online, follow steps in section A below, otherwise to order by mail, follow steps in section B below.

Section A – Online

Step 1: Go to https://www.irs.gov/Individuals/Get-Transcript

Step 2: Click on the blue “Get Transcript ONLINE” button. If you do not have an IRS account (most people don’t), you will need to create one and then follow the instructions and meet the criteria. If successful, you will be presented with ability to download the 2016 Return Transcript and you can attach and email it to me.

Section B – By Mail

It takes up to two weeks for the IRS income information to be available for electronic tax filers and eight weeks for paper tax filers. If you and/or your parents are married and filed separately on a 2016 Tax Return, you must submit each person’s transcripts.

You will need to know your Social Security Number, date of birth, and the address on file with the IRS.

Step 1: Go to https://www.irs.gov/Individuals/Get-Transcript

Step 2: Click on the blue “Get Transcript by MAIL” button.

Step 3: Enter your SSN, your date of birth, street address only as shown your tax form (no city or state), and your zip code.

Step 4: Click Continue button.

Step 5: Under “Type of Transcript”, select “Return Transcript” from the dropdown.


Step 7: Click Continue. The screen should provide you status and delivery information.

OR if you encounter difficulties, call: 1-800-908-9946

*Make sure to request the “IRS tax return transcript” NOT the “IRS tax account transcript”.