

## 2020-2021 FAFSA Verification

### IRS Data Retrieval Tool/Tax Return Transcript Information

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Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification.” Provide documentation needed to complete this verification process as soon as possible so that your financial aid will not be delayed. Please be aware that your financial aid eligibility may change based on verification.

**Important Note:** The instructions below apply to the student, as well as each parent included in the household for a dependent student, or if the student is married, the student’s spouse. Notify the Office of Student Financial Assistance if the parents or student and spouse filed separate IRS income tax returns for 2018, did not file IRS income tax returns for 2018, or had a change in marital status after the end of the 2018 tax year on December 31, 2018.

**The three options to provide the IRS processed income information are:**

1. **Use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [www.FAFSA.gov](http://www.FAFSA.gov).**  
In many cases, no further documentation is needed to verify 2018 income information that was transferred directly into the student’s FAFSA using the IRS DRT if that information was not changed, however there are some instances where you may be asked for additional information such as a Tax Return Transcript or W-2s.
2. **Provide a SIGNED copy of the 2018 IRS Tax Return (IRS Form 1040) that you submitted to the IRS - Include Schedules 1-3, A, and C, if applicable.**
3. **Provide a 2018 IRS Tax Return Transcript -** Once the IRS has processed your 2018 tax return, you may request a Tax Return Transcript using one of the following methods:
  - a. Go to <http://www.irs.gov/Individuals/Get-Transcript> and click on “**Get Transcript Online.**” When prompted, choose “**Return Transcript**” for the document type and “**2018**” for the tax year requested. Please print a copy and forward it to our office. If you are unsuccessful with this option, please use the next option below, “Get Transcript by Mail.”
  - b. Go to <http://www.irs.gov/Individuals/Get-Transcript> and click on “**Get Transcript by Mail.**” When prompted, choose “**Return Transcript**” for the document type and “**2018**” for the tax year requested.
  - c. Call the automated IRS Transcript Line at **800-908-9946**. When prompted, choose **option 2** (Transcript of Your Tax Return) and enter “**2018**” for the tax year requested.
  - d. Print IRS Form 4506-T and mail it directly to the IRS at the address listed on the form. You can download the document from this website: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Enter “1040” on line 6 and check option “a” (Return Transcript). Enter “12/31/2018” on line 9. Please read the form carefully and provide all required information and signature(s). You must also check the “attestation clause” above your signature or the form will be rejected by the IRS.

You should receive your Tax Return Transcript by mail within 5-10 business days using any one of these options. Please forward a copy of all pages to the Office of Student Financial Services as soon as possible.

For most electronic filers, 2018 IRS income tax return information is available from the IRS within 3–4 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS income tax returns, the 2018 IRS income tax return information is available from the IRS within 8–11 weeks after the 2018 paper IRS income tax return has been received by the IRS.