

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 financial aid office if the parents or student and spouse filed separate IRS income tax returns for 2015, did not file IRS income tax returns for 2015, or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Schools are no longer permitted to accept personal copies of federal tax returns to satisfy verification requirements. The two options to provide the IRS processed income information are:

1. **Provide a 2015 IRS Tax Return Transcript** - Once the IRS has processed your 2015 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 by Mail." When prompted, choose "Return Transcript" for the document type and "2015" for the tax year requested.
 - b. Call the automated IRS Transcript Line at **800-908-9946**. When prompted, choose **option 2** (Transcript of Your Tax Return) and enter "2015" for the tax year requested.
 - c. Print IRS Form 4506T-EZ and fax it directly to the IRS at **559-456-7227**. You can download the document from this website: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
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 Financial Aid as soon as possible.
2. **Use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.FAFSA.gov.** In many cases, no further documentation is needed to verify 2015 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.

For most electronic filers, 2015 IRS income tax return information is available from the IRS within 3–4 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available from the IRS within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. **PLEASE NOTE:** If you owe the IRS any money, Tax Return Transcripts and use of the Data Retrieval Tool may not be available to you until the balance owed is paid in full.

Tips for using the IRS DATA RETRIEVAL TOOL

- **If you need additional assistance please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or search the web for IRS Data Retrieval Tool Tutorial videos.**
- If a student has already submitted their FAFSA without using the IRS Data Retrieval Tool, they can make a correction to their FAFSA and use this tool by logging on to www.fafsa.ed.gov and click on Make FAFSA Corrections, then go to the Financial Information Tab.
- Parent and student information must be transferred separately.
- If you cannot answer "Already Completed" for 2015 tax return filed, then you will not be able to utilize the IRS Data Retrieval Tool at this time.
- Answer "Yes" or "No" to the next series of questions regarding your 2015 tax return. If you answer "Yes" to any of these questions, you will not be able to utilize the IRS Data Retrieval tool at this time, and you must provide a 2015 IRS Tax Return Transcript.
- A page will display notifying you that you are leaving the FAFSA website. Click "OK" to continue. You will automatically be redirected to the IRS.gov "Get My Federal Income Tax Information" web page where you must enter information for the IRS to validate your identity. This information (name and address) should match your tax return.

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Tips for using the IRS DATA RETRIEVAL TOOL, Continued

- Once you have provided the necessary information for the IRS to validate your identity, the following page will display tax information for use on the FAFSA. Check the box next to "Transfer my Tax Information to the FAFSA" and click "Transfer Now," then return to the FAFSA website by choosing "OK."
- Be sure once you are done with the IRS Data Retrieval Tool, that it takes you back to the FAFSA, as you must complete the "sign and submit" section to electronically sign and submit your FAFSA. Scroll to the bottom and click "Next" to get to this last page. **You are not done until you have received a confirmation number and Expected Family Contribution (EFC) number.**

Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a **2015 IRS Tax Return Transcript** for the 2015 tax year; and
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who is not able to obtain a **2015 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2015 IRS income tax return information in the form of a TRDBV (Transcript DataBase View).

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2015 income tax return(s).