

How to Verify Federal Income Tax Information

For regular tax filers, there are two ways to verify federal income tax information. Please see reverse side for individuals with unusual circumstances.

1. IRS Data Retrieval Tool

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, follow these instructions:

- Go to www.FAFSA.ed.gov
- Log in to your FAFSA record
- Select "Make FAFSA Corrections," and navigate to the "Financial Information" section of the form.
- Click **Link to IRS**
- Your FAFSA will be saved and you will be transferred to the IRS Web site.
- On the IRS Web site, enter the requested information. These questions will validate the proper tax information for retrieval and must be entered exactly as it appears on your 2016 Federal income Tax Return.
- Once the IRS has validated your identification, your tax information will display.
- You can either transfer your information from the IRS, or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return from the IRS Web site, you will have to login to open your saved FAFSA.
- If you transfer your IRS tax information, questions that are populated with tax information will be marked with "Transferred from the IRS."

Note: It takes up 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 6-8 weeks for paper IRS tax return filers.

2. Signed copy of 2016 1040 submitted to the IRS

3. **2016 IRS Tax Return Transcript** may be obtained as indicated below:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript Online or if unable to validate identity click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

If the student and spouse filed separate 2016 IRS income tax returns, **2016 IRS Tax Return Transcripts** must be provided for each.

A **2016 IRS Verification of Non-Filing Letter** may be obtained as indicated below:

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript Online or if unable to validate identity click "Get Transcript by MAIL."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T and check box 7

Note: If you are unable to acquire verification of non-filing please contact the financial aid office.