



## Verification of Tax Information

Please provide the Office of Student Financial Aid with the following documentation. For federal income tax return filers, the documentation includes tax return data. You may be eligible to use the IRS Data Retrieval Tool (DRT) to transfer the tax return data to your FAFSA, or you can request a Tax Transcript from the IRS and submit it to the financial aid office.

### Use the IRS Data Retrieval Tool

If you did not use the IRS Data Retrieval Tool when you filed your FAFSA, you may still do so.

1. Log in to <https://fafsa.ed.gov/>, select "Make a Correction"
2. On the FAFSA, in the Financial Information section, click "Link to IRS"
3. On the IRS website, complete the form and click on "Transfer my tax information into the FAFSA"

### Submit an IRS Tax Return Transcript To

request an IRS Tax Return Transcript:

- Online Request – Go to <https://www.irs.gov/individuals/get-transcript>
- Telephone Request – 1 (800) 908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

**Note:** In most cases, for electronic tax return filers, IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the electronic IRS income tax return has been accepted by the IRS. Generally, for filers of paper IRS tax returns, the IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the paper IRS tax return has been received by the IRS.



**Financial Aid Office**  
**Verification of Income Information for Individuals with Unusual**  
**Circumstances**

**Individuals Granted a Filing Extension by the IRS**

An individual who is required to file an IRS income tax return and has been granted a filing extension by the IRS, must provide:

1. 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;
2. 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; **and**
3. A copy of IRS Form W-2 for each source of employment income received for tax year 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.

**Individuals Who Filed an Amended IRS Income Tax Return An**

individual who filed an amended IRS income tax return for tax year must provide:

1. **An IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed) that includes all of the income and tax information required to be verified; **and**
2. A signed copy of the IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

1. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, that includes all of the income and tax information required to be verified; **and**
2. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**Individuals Who Filed Non-IRS Income Tax Returns**

An individual who filed or will file an income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year ; **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the income tax return(s).