Instructions for 2015 Federal Tax Transcript

Your FAFSA application has been chosen for verification. As a result, you must make a correction to your 2016-2017 FAFSA. You will need to use the IRS Retrieval Option to download your federal tax information into the FAFSA application.

If you are unable to make a correction to your FAFSA, you must submit a copy of your (and your spouse’s) or your parent(s) 2015 IRS Federal Tax Transcript and W-2’s to the Financial Aid Office. You need to provide a copy of the tax transcript that our office can keep. Copy machines are available in the library.

FEDERAL REGULATIONS REQUIRE THE FINANCIAL AID OFFICE TO HAVE AN IRS FEDERAL TAX TRANSCRIPT TO COMPLETE YOUR FINANCIAL AID FILE.

IRS Data Retrieval Tool Instructions on Student’s FAFSA

1. 1) Go to www.fafsa.gov.
2) Click on Start Here.
3) Enter student information and PIN number as requested.
4) Select Make Correction to FAFSA.
5) Click on Financial Information tab.
6) Change drop down box from Will File to Already Completed.
7) Enter Student or Parent PIN and click on Link to IRS.
8) The next screen will inform you that you are leaving FAFSA on the Web. Click OK to continue.
9) The IRS.gov screen will appear next. Enter information requested and click on Submit.
10) Once the IRS has validated your identification, your 2015 Federal Income Tax Information will appear on the screen. Click on box under “Transfer My Tax Information into the FAFSA.” Then click on Transfer Now button.
11) Follow instructions to return to FAFSA on the Web to complete FAFSA.
12) To complete, you must enter your pin number(s) and click submit. You will receive a confirmation upon submission.

IRS Tax Return Transcript Request Instructions

2. Online Instructions
2) Under the Tools sections, click “Get a Tax Transcript.”
3) Click on the “Get Transcript by MAIL” link.
4) Complete the online form (all information should be entered exactly as submitted on the tax return).
5) Once complete, click continue.
6) You will be sent to the Get Transcript page.
8) Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.
   • IRS Return Transcripts requested online cannot be sent directly to the school or any other third party by the IRS
   • Once received, please mail, fax, or bring in a copy of your IRS Tax Return Transcript.

<table>
<thead>
<tr>
<th>When your original return shows a ...</th>
<th>and you filed electronically, then</th>
<th>and you filed on paper, then</th>
</tr>
</thead>
<tbody>
<tr>
<td>refund amount or no balance due,</td>
<td>allow 2-3 weeks after return submission before you request a transcript.</td>
<td>allow 6-8 weeks after you mailed your return before you request a transcript.</td>
</tr>
<tr>
<td>balance due and you paid in full with your return,</td>
<td>allow 2-3 weeks after return submission before you request a transcript.</td>
<td>we process your return in June and you can request a transcript in mid to late June.</td>
</tr>
<tr>
<td>balance due and you paid in full after submitting the return,</td>
<td>allow 3-4 weeks after full payment before you request a transcript.</td>
<td>Note: we process all payments upon receipt.</td>
</tr>
<tr>
<td>balance due and you didn’t pay in full,</td>
<td>we process your return in mid-May and you can request a transcript by late May.</td>
<td></td>
</tr>
</tbody>
</table>
3. Telephone Request Instructions
   1) Call the IRS at 1-800-908-9946.
   2) Tax filers must follow prompts to enter information.
      • (All information should be entered exactly as submitted on tax return)
      • Use the Name and Social Security Number of person listed 1st on tax return
   3) Select “Option 2” to request an IRS Return Transcript and then enter “2015.”
   4) Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. IRS Return Transcripts requested online cannot be sent directly to the school or any other third party by the IRS.
   5) Once received, please mail, fax, or bring in a copy of your IRS Tax Return Transcript.

4. Mail-in Form 4506-T EZ
   2) Do a search for form 4506-T EZ. 4506T – for Amended only.
   3) Print.
   4) Select #6 fill in tax form needed. Check box 6C and box 8. Complete #9 and sign.
   5) Mail form to address on page 2 of form 4506-T under “General Instructions.”
   6) Once received, please mail, fax, or bring in a copy of your IRS Tax Return Transcript.