

How to Provide Tax Information for Financial Aid

IRS Data Retrieval Tool on the FAFSA (*Fastest!*)

The best way to verify income is by using the IRS Data Retrieval Tool provided on the FAFSA.

- Log in to the student's FAFSA record (www.fafsa.ed.gov)
- Select "Make FAFSA Corrections"
- Navigate to the Financial Information section of the form for the student or parent
- Follow the instructions to determine if the student/parent is eligible to use the IRS Data Retrieval Tool to transfer the appropriate IRS income tax information into the student's FAFSA
- Provide answers for all other financial information/assets (do not skip sections or leave blanks)
- Submit the corrections
- You will receive an email from ACC once the new FAFSA transaction is received (usually 5-7 days)

OR...

Request Official Documents from the IRS

If you do not to use the IRS Data Retrieval Tool, you are required to submit copies of IRS produced tax documents. Students, spouses, and parents are required to provide an IRS Tax Return Transcript or Verification of Non-filing. Proof of wages (W2s/1099) are also required.

A IRS Tax Return Transcript or Verification of Non-Filing may be obtained through:

- **Get Transcript by MAIL**
 - Go to www.irs.gov
 - Under the Tools heading, click "Get a tax transcript."
 - Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE**
 - Go to www.irs.gov
 - Under the Tools heading, click "Get a tax transcript."
 - Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
 - To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.