

# TAX FILER GUIDE: Providing your 2016 Tax Information for your 2018-2019 FAFSA

Update your 2018-19 FAFSA using the IRS Data Retrieval tool

OR

Request a 2016 IRS Tax Transcript from the IRS and turn it into Financial Aid

## IRS Data Retrieval Tool Steps

1. Visit [www.fafsa.gov](http://www.fafsa.gov) and log in with your student information and FSA ID
2. Select the “**Make FAFSA Corrections**” option to make a correction to your **2018-19** FAFSA
3. Select “**Financial Information**” on the application toolbar at the top
4. Answer the questions about you and/or your parent(s) tax filing statuses
5. Click “**Link to IRS**”
6. Enter the requested information on the IRS website
7. Check “**Transfer My Tax Information into the FAFSA**” and then click the “**Transfer Now**” button
8. Electronically sign the new corrected FAFSA
9. **Submit** your updated FAFSA
10. Notify NSC Fin Aid Office a few days later

### Need Help?

Call the Federal Student Aid Information Center at **1-800-4-FED-AID** for questions IRS Data Retrieval tool questions.

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information**

### Student Tax Information

Application was successfully saved.

For 2016, have you completed your IRS income tax return or another tax return?  
Already completed

For 2016, what is your tax filing status according to your tax return?  
Single Select your filing status for 2016

Did you file a Puerto Rican or foreign tax return for 2016?  
 Yes  No

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!  
[LINK TO IRS](#)

## Request your 2016 Tax Transcript from the IRS

1. Go to [www.irs.gov](http://www.irs.gov)
2. Click **Get My Tax Record**
3. Choose to download online  
OR get it via mail
4. Choose **2016**
5. Select “**Return Transcript**”

### Need help?

Call the IRS toll-free at **1-800-876-1715**, Mon-Fri 5:00am - 5:00pm PST.

OR

Call the IRS at **1-844-545-5640** to schedule an appointment at a **local** IRS office.

### Get Transcript Online

#### What You Need

To register and use this service, you need:

- your **SSN**, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

#### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

### Get Transcript by Mail

#### What You Need

To use this service, you need your:

- **SSN** or **Individual Tax Identification Number (ITIN)**,
- date of birth, and
- mailing address from your latest tax return

#### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you