Instructions for Submitting Income Tax Information for your Financial Aid Application

If you are selected for verification or estimated your income/tax information on your most recent FAFSA application, you must submit a copy of your, (if married, student and spouse), and/or your parent's IRS Tax Transcript. The IRS Data Retrieval Tool within the FAFSA will not be available until the 2018-19 application year. Applicants filing a 2016-17 and/or a 2017-18 FAFSA must use data from their **2015** tax returns.

Getting Your 2015 Tax Return Information for the 2016-17 and 2017-18 FAFSA Online

1. Go to **www.irs.gov**
2. Click **Get a tax transcript** (under Tools)
3. Choose to download online OR get it via mail

Be sure to request the Return Transcript for 2015

If you are unable to order tax transcripts online, please order over the phone by calling the IRS at 1-800-908-9946. You can also request it by mailing or faxing it to the IRS via IRS Form 4506-T.

In the event you can't obtain your IRS Tax Transcript, we will accept a signed copy of your 2015 IRS Tax Return for this academic year only.   Please contact the financial aid office, if you have questions about what document(s) to submit.