

# 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](http://www.irs.gov)
2. Click **Get a tax transcript** (under Tools)
3. Choose to download online OR get it via mail

### Tools

- › Get answers to your tax questions
- › Free File tax software
- › Apply for an online payment plan
- › **Get a tax transcript**
- › Apply for an EIN
- › More ...

<div data-bbox="397 898 738 1003"><p>Get Transcript <b>ONLINE</b></p></div> <p><b>What You Need</b> To register and use this service, you need:</p> <ul style="list-style-type: none"><li>• your <a href="#">SSN</a>, date of birth, filing status and mailing address from latest tax return,</li><li>• access to your email account,</li><li>• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and</li><li>• a mobile phone with your name on the account.</li></ul> <p><b>What You Get</b></p> <ul style="list-style-type: none"><li>• All <a href="#">transcript types</a> are available online</li><li>• View, print or download your transcript</li><li>• Username and password to return later</li></ul>	<div data-bbox="966 898 1307 1003"><p>Get Transcript by <b>MAIL</b></p></div> <p><b>What You Need</b> To use this service, you need your:</p> <ul style="list-style-type: none"><li>• <a href="#">SSN</a> or <a href="#">Individual Tax Identification Number (ITIN)</a>,</li><li>• date of birth, and</li><li>• mailing address from your latest tax return</li></ul> <p><b>What You Get</b></p> <ul style="list-style-type: none"><li>• Return or Account <a href="#">transcript types</a> delivered by mail</li><li>• Transcripts arrive in <b>5 to 10 calendar days</b> at the address we have on file for you</li></ul>
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## **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.