

Instructions for Providing Tax Data for Verification:

There are two ways that families can elect to provide their tax information for the purposes of Verification. If you are eligible to do so, the preferred method is to use the **IRS Data Retrieval Tool**. This tool links the information on your tax return to the FAFSA. Please note that if you recently filed your taxes or if you currently have an unpaid balance with the IRS, the retrieval tool may not be available to you.

Alternatively, families who are unable to use the Data Retrieval Tool may **contact the IRS to order a Tax Return Transcript**. You can request the transcript online, over the phone, or in person at your local IRS branch. Please be sure to request the “Tax Return Transcript” and not the “Tax Account Transcript” when communicating with the IRS.

Please note that IRS data is available approximately two weeks after filing taxes electronically or eight weeks after mailing a paper return.

Instructions for Using the IRS Data Retrieval Tool

- Go to www.FAFSA.gov
- Log into the student’s FAFSA.
- Select “Make FAFSA Corrections.”
- Under the Financial Information sections, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool.
- You will be redirected to the IRS website to authorize the transmittal.
- Be sure to save and submit the updated FAFSA.

Instructions for ordering a Tax Return Transcript

- Go to www.IRS.gov or call 1-800-829-1040.
- Select “Get your tax record.”
- You may opt to “Get Transcript Online” or “Get Transcript by Mail.”
- You will need your social security number, date of birth, and the address on file with the IRS.
- You will need to request the “Tax Return Transcript.” Do not select “Tax Account Transcript.”
- If you select “Get Transcript by Mail,” it may take 5-10 calendar days for you to receive the transcript.