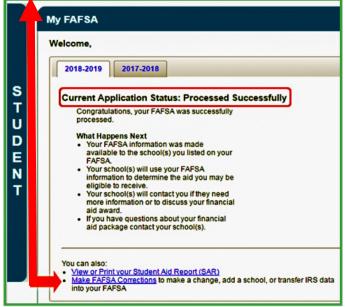
How to Submit Tax Filer Information

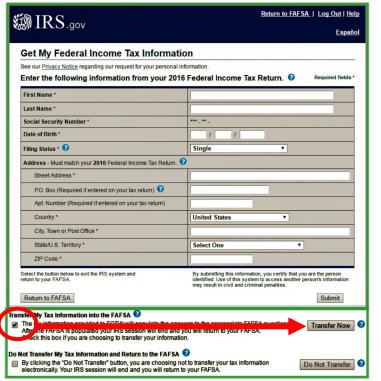
Option 1 - Data Retrieval Tool

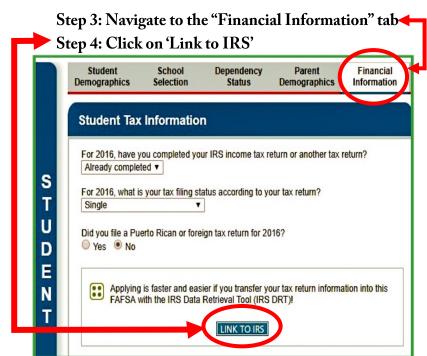
The IRS Data Retrieval Tool allows applicants who have already filed their federal income tax returns, to transfer that tax information directly into the Free Application for Federal Student Aid (FAFSA)

- Step 1: Log on to your FAFSA account
- Step 2: Click on "Make FAFSA Corrections"

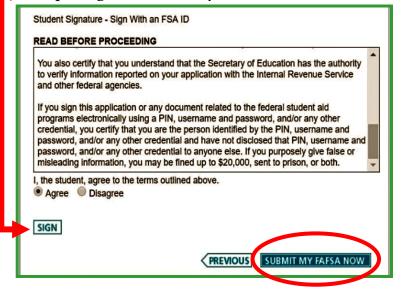


- Step 5: Enter your information as shown on your tax return
- Step 6: Check the box and transfer your Federal Income Tax Information





Step 7: Sign and resubmit your FAFSA



Who Can't Use the IRS Data Retrieval Tool?

Students and parents who are married and filed separate federal income tax returns, filed as head of household, or have an Individual Tax Identification Number (ITIN) will not be able to use the IRS Data Retrieval Tool.

See other side for details on how to request a return transcript.

How to Submit Tax Filer Information

Option 2 - Tax Return Transcript

You can get various transcripts types online or by mail. The method you used to file your tax

Log on to www.irs.gov and click on Get Your Tax Record and choose one of the following methods.

Method 1

Get Transcript Online Allows you to download and print your tax return transcripts.

What You Need.. First Time Users.. **Return Transcript** 1. Your SSN, date of birth, filing If this is the first time using status and mailing address N/A this online service, we will from latest tax return need to verify your identity 2. Access to your email account, personal account number from before we proceed. a credit card, mortgage, home 2015 **GET STARTED** or car loan 3. A mobile phone with your <u> 2014</u> name on the account

Method 2

Get Transcript by Mail Your Tax Return Transcripts will be mailed to you within 5-10 days.



Important Note:

If the IRS Data Retrieval is <u>not</u> successful and you are selected for verification, you are required to provide a Tax Return Transcript to the Financial Aid Office.