

SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA®

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA.



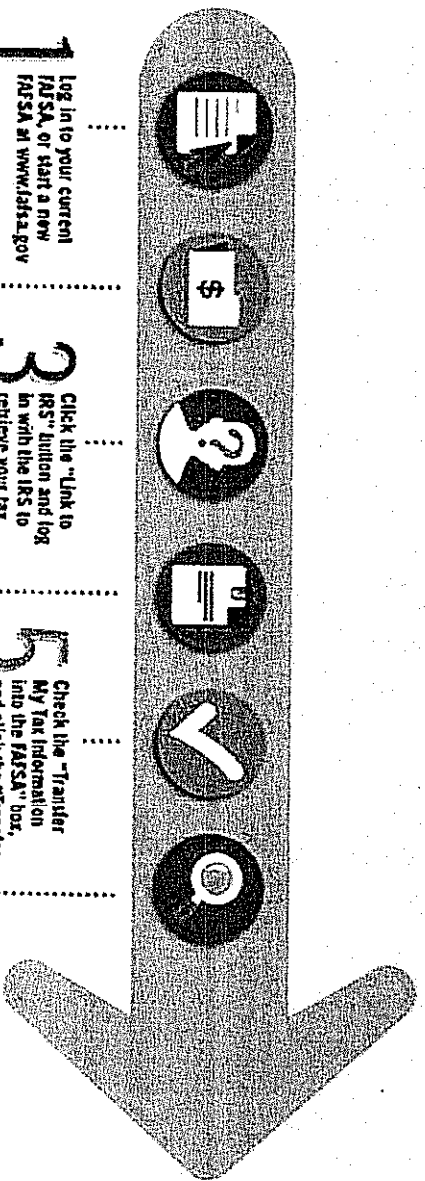
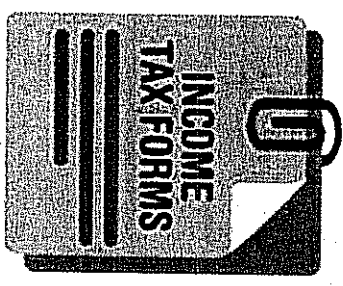
EASY Transfer info with the click of a button.

FAST Instantly retrieve your information.

ACCURATE Correctly fill in data fields.

WHY

HOW



1 Log in to your current FAFSA, or start a new FAFSA at www.fafsa.gov

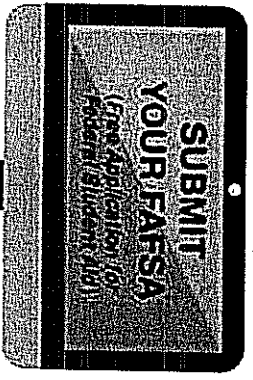
3 Click the "Link to IRS" button and log in with the IRS to retrieve your tax return information.

5 Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.

2 In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.

4 Review your tax return information, and see the tax data that will be transferred into your FAFSA.

6 Review your federal tax return information that has been transferred into the data fields on your FAFSA.



WHEN

AVAILABLE

The IRS DRT is available the first Sunday in February.

TRANSFER

Depending on whether you filed your taxes electronically or by mail, you may be able to use the IRS DRT in as little as two weeks from when you filed your tax return.

REMEMBER

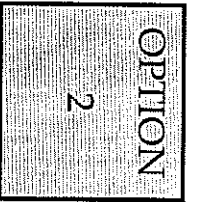
If you submitted your FAFSA before you filed your taxes, you can still transfer your tax return information. Log in to your FAFSA and update your tax return status to "Already Completed." You will see the link to the IRS DRT. Follow steps three through six above and resubmit your FAFSA.

The IRS DRT can be used by both students and parents.

Federal Student Aid
U.S. DEPARTMENT OF EDUCATION

To learn more about the IRS DRT, visit StudentAid.gov/irs-drt

Please see reverse side for other options for obtaining the tax information directly from the ID#



If the student and/or parent is unable or chooses not to use the IRS Data Retrieval Tool, the student and/or parent will need to request a transcript free of charge from the IRS. You may use the following methods for obtaining an IRS Tax Return Transcript:

Online	Telephone	IRS2GO App	Paper Request
<p>Go to www.irs.gov</p> <p>Under the tools heading on the IRS Homepage click "Get Transcript of your Tax Records".</p> <p>You will need to use the primary tax filer's (first person on the return) name and social security number.</p> <p>Click on the "Get Transcript by Mail" icon. Follow the prompts to request your transcript. You will want a tax <u>return transcript</u>.</p> <p>The mail option will allow you to receive your transcript by mail in 5 to 10 days. You must forward the tax return transcript to the office of financial aid.</p>	<p>Call IRS at 1-800-908-9946. You will be prompted to enter your Social Security Number and street address.</p> <p>You will need to use the primary tax filer's (first person on the return) name and social security number.</p> <p>Select Option 2 to request an IRS tax <u>return transcript</u> and enter the year 2015.</p> <p>If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. You must then forward the transcript onto the financial aid office.</p>	<p>You may download an app at the following sites:</p> <p>Apple Online Store at: https://itunes.apple.com/us/app/irs2go/id414113282?mt=8</p> <p>Google play at: https://play.google.com/store/apps/details?id=gov.irs</p> <p>You must then forward the transcript onto the financial aid office.</p>	<p>Download a PDF for the 4506T-EZ at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf</p> <p>Complete lines 1-6, sign and date the form. Sign your name exactly like it is on the tax return.</p> <p>Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of the IRS Form 4506T-EZ.</p> <p>Note: If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.</p>

If you are unable to get the IRS Information because of special circumstances (ie: amended tax return, identity theft) - Please contact the Financial Aid Office