

Instructions for providing tax information for verification

If you were not able to use the IRS Data Retrieval when first completing the FAFSA, here are your other options for providing tax information for verification:

IRS Data Retrieval

1. Go to www.fafsa.gov – log in
2. Click “make corrections”
3. Go to “financial information” tab
4. “Link to IRS”
5. Click “Transfer my tax information”
6. Click “Transfer Now”

Tax Return Transcript

1. Go to www.irs.gov
2. Click “Get Your Tax Record”
3. Get Transcript Online is the fastest if you have credit information and a mobile phone.
Be sure to request a **Tax Return Transcript** OR
4. Get Transcript by Mail, which usually takes 5-10 days OR
5. Call 1-800-908-9946

Verification of Non-Filing Letter

You will need to request this under the following circumstances:

- *If you are the parent of a dependent student and did NOT work in the year we are requesting income OR;*
- *If you are the parent of a dependent student and worked in the year we are requesting income BUT did not file income taxes.*

Instructions are the same as for the Tax Return Transcript