

If you have been selected for verification, federal regulations no longer allow the Financial Aid Office to accept a personal copy or printout of your federal tax return. You have two options to provide the Financial Aid Office with your 2016 federal tax information.

Option 1 (recommended): IRS Data Retrieval Tool (DRT) on your Free Application for Federal Student Aid (FAFSA)

The IRS DRT allows students and parents to transfer their 2016 tax data directly from the IRS website. To do this, follow these steps:

1. Go to www.fafsa.gov and click "Login".
2. Enter your FSA Username and Password and click "Next".
3. Click "Make FAFSA Corrections" for the 2018-2019 FAFSA.
4. Create a Save Key and click "Next".
5. Click on the "Financial Information" tab. Select "Already Completed" for the tax return filing status and answer the eligibility questions.
6. If you are eligible to use the IRS DRT, you can now click on the LINK TO IRS button. If you are not eligible to use the IRS DRT, please proceed to option 2 of these instructions to obtain a Tax Return Transcript.
7. Click "OK" to leave the FAFSA website and enter the IRS DRT website.
8. Click "OK" to accept the IRS DRT terms of use.
9. Enter the requested information and click "Submit". **Remember to enter your address and name EXACTLY how you filed your taxes.**
10. **Check the box to "Transfer My Tax Information into the FAFSA" and click "Transfer Now".** Your IRS data will be transferred to your FAFSA, and you will be returned to the FAFSA website.
11. Continue to the "Sign & Submit" tab. Follow all of the instructions carefully to submit your FAFSA correction.

NOTE: If you are using the IRS DRT for both the student and parent you will have to complete this process twice, once under the Student Financial Information section and once under the Parent Financial Information section before submitting the FAFSA.

Option 2: Provide our office with a 2016 IRS Tax Return Transcript

There are multiple ways to obtain a 2016 tax return transcript from the IRS. Any of these options will provide you with a tax return transcript free of charge.

1. Online – Go to www.irs.gov/individuals/get-transcript and follow steps to either:
 - select "Get transcript ONLINE" to view, print or download your transcript(s) (You must make an account and provide information similar to a credit check for this option), **OR**
 - select "Get transcript by MAIL" Transcripts arrive in **5 to 10 calendar days** at the address on file with the IRS.
2. In person – Call (844) 545-5640 to schedule an appointment for pick up at the local IRS office, located at 201 Thomas Johnson Drive, Frederick MD 21702.
3. Via Mail – Call (800) 908-9946 to have transcripts mailed to the address on file with the IRS.
4. Mail form 4506-T – Visit www.irs.gov/pub/irs-pdf/f4506t.pdf to print and mail to the Internal Revenue Service. You will first need to check option **6a** and fill in **2016** under option **9** and complete all other necessary information, plus your signature and date. Mail the 4506-T directly to the IRS using the address chart given in the instructions. Please note: If our office **specifically** asks you to provide a 2016 non-filing verification you will need to select options 7 and 8 on form 4506-T. You will also need to fill in **2016** under option **9**.