

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 2015 federal tax information.

**Option 1 (\*\*recommended): IRS Data Retrieval on your FAFSA**

The IRS Data Retrieval Tool allows students and parents to pull their 2015 tax data directly from the IRS website. To do this, follow these steps:

1. Go to [www.fafsa.gov](http://www.fafsa.gov) and click "Login."
2. Enter your FSA Username and Password and click "Next."
3. Click "Make FAFSA Corrections."
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 Data Retrieval Tool, you can now click on the LINK TO IRS button. If you are not eligible to use the IRS Data Retrieval Tool, 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 Data Retrieval Tool website.
8. Click "OK" to accept the IRS Data Retrieval Tool terms of use.
9. Enter the requested information and click "Submit." Remember to enter your address exactly how you filed your taxes.
10. Review the information that the IRS has retrieved from your tax return. **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. Do not update any answers that say "Transferred from the IRS" or your school require you to supply additional documentation. Answer the additional questions and click "Next."
12. Continue to the "Sign & Submit" tab. Follow all of the instructions carefully to submit your FAFSA correction.

NOTE: If you are using the IRS Data Retrieval Tool 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 2015 IRS Tax Return Transcript**

There are multiple ways to obtain a 2015 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](http://www.irs.gov/individuals/get-transcript) and follow steps to either:
  - select "Get transcript ONLINE" to view, print or download your transcript(s) 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](http://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 **2015** 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 2015 non-filing verification you will need to select options 7 and 8 on form 4506-T. You will also need to fill in **2015** under option **9**.