

## Ways to Obtain a 2016 IRS Tax Information

Students who are chosen for the verification process must provide tax information for themselves, parent(s) and/or spouse, whichever is applicable. There are 2 ways to provide this information. You may return to FAFSA and use the IRS DRT link for each person on FAFSA, **OR** submit a tax transcript for each person on FAFSA.

### Option 1: The IRS Data Retrieval Tool

We strongly encourage students/parents to use Option 1. It is the easiest and fastest option to access IRS tax return information and transfer the data directly into the FAFSA through the correction process.

You <u>can</u> use Option 1 if:	You <u>cannot</u> use Option 1 if:
<ul style="list-style-type: none"> <li>You have filed your federal tax return</li> </ul>	<ul style="list-style-type: none"> <li>Marital status changed after 12/31/16</li> </ul>
<ul style="list-style-type: none"> <li>You have a valid social security number</li> </ul>	<ul style="list-style-type: none"> <li>Married, but filed separate tax returns or as Head of Household</li> </ul>
<ul style="list-style-type: none"> <li>You have a FAFSA ID, which consists of a user-created username and password.</li> </ul>	<ul style="list-style-type: none"> <li>Victims of Identity Theft must call the IRS's Identity Protection Specialized Unit (IPSU) at 800-908-4490 to obtain a Tax Return Database View (TRDBV) transcript.</li> </ul>

### How to use the IRS Data Retrieval Tool

1. Log into the FAFSA using the student's FSA ID Username and FSA ID Password.
2. Click "Make FAFSA Corrections".
3. Create a Save Key and click "NEXT".
4. Click on the "Financial Information". If dependent, the Parent Financial Information section will be displayed first. Select "Already Completed" for the tax return filing status and answer the eligibility questions. If eligible to use the IRS Data Retrieval Tool, click on the "Link to the IRS" button. Refer to Option 2 below if you are not eligible to use the IRS Data Retrieval Tool.
5. For dependent students needing to enter parent information, enter the parent's FSA ID Username or Verified e-mail address and FSA ID password. Independent students (or dependent students who filed a return) will not need to log in again.
6. Click "PROCEED TO IRS SITE" to leave the FAFSA website and enter the IRS Data Retrieval Tool website.
7. Click "OK" to accept the IRS Data Retrieval Tool terms of use.
8. Enter the requested information and click "SUBMIT". (NOTE: The address entered must be exactly as it appeared on your 2016 tax return.)
9. A box will appear confirming the IRS has located your return along with a list of possible items available to be transferred. The actual tax return information cannot be viewed. It will be encrypted to enhance the security and privacy of the tax return information being transferred into the FAFSA. "Transferred from the IRS" will appear instead of the income related information. Check the box to "Transfer My Tax Information into the FAFSA" and click "Transfer Now". Answer the additional questions and click "Next".
10. Once completed, continue to the "Sign & Submit" tab. You should see that your application was successfully saved. A dependent student's FAFSA must be signed by both the student and the parent. Read the Terms of Agreement and click "Agree" and then click "Submit My FAFSA now".
11. Corrected FAFSA results will be sent to ULM. By successfully using the IRS Data Retrieval Tool, you will only have to submit the Verification Worksheet.

**Note:** Applicants and parents cannot change the information once it has been transferred from the IRS.

## Option 2: Tax Return Transcript

If you cannot or chose not to use the IRS Data Retrieval Tool, you must submit a copy of your 2016 Tax Return Transcript to the ULM Financial Aid Office. Include the student's CWID on each page submitted.

<b>How to obtain a tax return transcript</b>	
<b>On-line PDF version</b>	<ul style="list-style-type: none"><li>• Go to <a href="https://www.irs.gov/">https://www.irs.gov/</a></li><li>• Select "Get Your Tax Record" then "Get Transcript Online". Follow through with the instructions to obtain a PDF copy of the 2016 Tax Return Transcript.</li></ul>
<b>On-line request to receive transcript by mail</b>	<ul style="list-style-type: none"><li>• Go to <a href="https://www.irs.gov/">https://www.irs.gov/</a></li><li>• Select "Get Your Tax Record" then "Get Transcript by Mail". Follow the instructions to request your 2016 "Return Transcript".</li></ul>
<b>Telephone Request</b>	<ul style="list-style-type: none"><li>• Call the IRS at 1-800-908-9946. Enter requested personal information.</li><li>• Select "Option 2" to request an IRS Tax Return Transcript and then enter "2016". The Tax Return Transcript should be received within 10-15 days.</li></ul>
<b>Paper Request</b>	<ul style="list-style-type: none"><li>• Print IRS Form 4506-T from the IRS website to request an IRS Tax Return Transcript.</li><li>• On Form 4506-T, include the tax form type (1040, 1040A, 1040EZ) in number 6 and check the box on 6a.</li><li>• Enter 12/31/2016 as the year or period requested in number 9.</li><li>• Check the box in the signature area to acknowledge you have the authority to sign and request the information. Sign and date the form in the signature area.</li><li>• Mail or fax the completed Form 4506-T to the IRS office indicated on the back of Form 4506-T.</li></ul>