

ACCEPTABLE DOCUMENTATION FOR 2021 TAX INFORMATION

Tax Filers:

- **IRS Data Retrieval Tool (preferred method):** see back of this form for detailed instructions
- **Request a Tax Return Transcript from the IRS**
 1. Go online to [irs.gov](https://www.irs.gov)
 2. Select “Get your Tax Record”
 3. Select “Get Transcript Online” to request a PDF copy of your Return Transcript
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail”. Please note this option takes 5-10 business days to be mailed.
 - b. If you are unable to use the “Get Transcript Online” and “Get Transcript by Mail”, you will need to complete and submit an IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS. **Please check box 6a (Return Transcript) and complete form. Refer to page 2 of the form to determine the IRS Office your request should be submitted to.**
 4. Follow the prompts given to register a username
 5. Once registered, be sure to request your Tax Transcript and submit a copy to our office
- If you are unable to use the *IRS Data Retrieval Tool* or get a copy of your *Return Transcript* you can submit a **signed copy** of your 2021 Federal Tax Return along with **all schedules** to our office

Non-Tax Filers:

- **Verification of Non-Filing Letter from the IRS**

Required for Independent Students (and their spouses) and parents who did not file a 2021 federal tax return

1. Go online to [irs.gov](https://www.irs.gov)
2. Select “Get your Tax Record”
3. Select “Get Transcript Online” to request a PDF copy of your Verification of Non-Filing Letter
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your verification of Non-Filing Letter mailed to you. Please note this option takes 5-10 business days to be mailed.
 - c. If you are unable to use the “Get Transcript Online” and “Get Transcript by Mail”, you will need to complete and submit an IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS. **Please check box 7 and complete form. Please refer to page 2 of the form to determine the IRS Office your request should be submitted to.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Verification of Non-Filing Letter and submit a copy to our office

*****BE SURE TO WRITE STUDENT’S NAME AND ID NUMBER ON ALL DOCUMENTS*****

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.

HOW



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

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.

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

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

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

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.

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