



2018–2019 FINANCIAL AID VERIFICATION FREQUENTLY ASKED QUESTIONS

What is the IRS Data Retrieval Tool (IRS DRT)?

The IRS DRT allows applicants who have already filed their federal income tax returns to prefill the answers to some questions on the FAFSA by transferring data from their federal income tax returns.

How do I use the IRS Data Retrieval Tool?

Log into your FAFSA to access the IRS Data Retrieval Tool and follow the instructions provided on the FAFSA. You should not use this tool if any of the following conditions apply for 2016:

- You filed an amended federal tax return
- Your federal tax filing status is married, filing separately
- You filed both, a federal tax return and a foreign tax return

How do I obtain a 2016 IRS Tax Return Transcript (for tax filers) or 2016 Verification of Non-filing (for nontax filers)?

- Get Transcript by MAIL – go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” Delivers return transcript in 5-10 calendar days via postal mail to the address of record.
- Get Transcript ONLINE – go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” Verification of Non-filing available as well. Immediately displays PDF version of the **Tax Return Transcript, Record of Account Transcript, Wage & Income Transcript and/or Verification of Non-filing**, for users to view, print, and/or save. Requires Additional authentication to establish a user account.
- Automated Telephone Request – 1-(800)-908-9946. Make sure to request the “**IRS Tax Return Transcript**” **NOT** the “IRS Tax Account Transcript.” Delivers IRS Tax Return Transcript within 5-10 calendar days.
- Paper Request Form – IRS Form 4506-T. Delivers **IRS Tax Return Transcript, Record of Account Transcript, Wage & Income Transcript and/or Verification of Non-filing** within 5-10 calendar days.

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

What if my parent(s) or I...	Please provide:
Amended the Tax Return for 2016?	<ul style="list-style-type: none"> • A Tax Return Transcript <u>AND</u> • A signed copy of the IRS 1040X that was filed
Filed a Tax Return extension for 2016?	<ul style="list-style-type: none"> • A copy of IRS form 4868 that was filed with the IRS for tax year 2016 <u>AND</u> • A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested extension of the filing for tax year 2016 <u>AND</u> • Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after Oct. 1, 2017 <u>AND</u> • All 2016 W2s and 1099s or • If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. Income Tax Paid for tax year 2016
Did not file a Tax Return for 2016?	<ul style="list-style-type: none"> • 2016 IRS Verification of Non-filing (see second page for options to obtain letter)
Filed a Foreign Tax Return for 2016?	<ul style="list-style-type: none"> • A signed and translated copy. Convert all figures to U.S. dollars
Was a Victim of IRS Tax-Related Identity Theft?	<ul style="list-style-type: none"> • A Tax Return Database View (TRDBV) obtained from the IRS <u>AND</u> • A statement signed and dated by the tax filer indicating that he/she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft <p>Tax filers may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by contacting the IRS’s Identity Protection Specialized Unit (IPSU) at 1-(800)-908-4490</p>