How to Provide Tax Return Information

1. **Use the IRS Data Retrieval Tool**
   - Go to [www.fafsa.gov](http://www.fafsa.gov)
   - Click “Start Here”
   - Enter the student’s Log In information (Name, Social Security #, Date of Birth) – Click Next
   - Click “Make FAFSA Corrections” (bottom left)
   - Enter the student’s PIN number and password – Click Next
   - Click on the “Financial Information” tab at the top
   - Answer the question “For 2014, have you completed an IRS Tax Return?” Select “Already Completed” from the drop-down box
   - If you can select “None of the Above”, you will then enter your PIN #, and you will link to the IRS website
   - If you select “Already Completed”, you will then enter your PIN and password
   - Choose the “Financial Information” tab
   - Answer the question “For 2014, have you completed an IRS Tax Return?” Select “Already Completed” from the drop-down box
   - If you can select “None of the Above”, you will then enter your PIN #, and you will link to the IRS website
   - If you select “Already Completed”, you will then enter your PIN and password
   - Click “Submit” – then your tax return information will be displayed
   - Click “Transfer Now”
   - Click “Submit”
   - Click “OK” to return to the FAFSA website
   - If you are a Dependent student you will need to repeat the steps listed above for yourself (if you filed a 2014 tax return)
   - Click the “Sign and Submit” tab at the top
   - Click “SUBMIT CORRECTION”

2. **Print a Transcript Online**
   - Click Get Transcript Online
   - Click OK
   - If you are a one-time guest, click the checkbox OR to create an account, do not click the checkbox, and create a username and password
   - Click Continue
   - Answer the Personally Identifiable questions
   - Select the Reason you need a transcript (Higher Education / Student Aid)
   - Click the Year of the transcript that you need (use 2014 for the 15-16 FAFSA) – (use 2013 for the 14-15 FAFSA)
   - Print

3. **Order a Tax Return Transcript Online**
   - Click on “Order a Return or Account Transcript”
   - Under the number 3, click **Order a Transcript**
   - Click OK
   - Enter the required information – Click Continue
   - **Click “RETURN TRANSCRIPT”**
   - Choose the year 2014 **(for a 2015-2016 FAFSA application)**
   - **DO NOT click** Account Transcript **(unless** you have filed an amended tax return)
   - **WE CANNOT ACCEPT AN ACCOUNT TRANSCRIPT**
   - Account transcripts are only required if an amended return has been sent to the IRS; in that case you will need BOTH the Account and Return Transcripts.
   - Click Continue
   - A notice will tell you that the transcript will be mailed
   - Click Exit

4. **Order a Tax Return Transcript by Phone**
   - Call 1-800-908-9946
   - Follow the automated instructions