

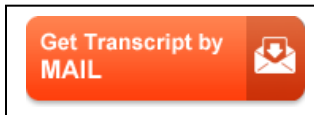
How to Provide Tax Return Information

1. Use the IRS Data Retrieval Tool

- Go to 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 FAS ID (*username and password) – Click Next
- Click on the "Financial Information" tab at the top (the tab on the left will say "Parent" or "Student" – **make sure you are on the correct tab**)
- Answer the question "For 2015, have you completed a 1040 IRS Tax Return?" Select "Already Completed" from the drop-down box
- If you are able to select "None of the Above" to the questions, you will then enter your FSA ID username and password, and you will link to the IRS website (Click OK to leave the FAFSA website)
- Enter the required information exactly as it appears on your 2015 Tax Return
- Click Submit – then your tax return information will be displayed
- Click "Transcript 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 2015 tax return)
- Click the "Sign and Submit" tab at the top
- Click "SUBMIT CORRECTION"

2. Receive a Tax Transcript by MAIL

- Go to www.irs.gov
- Under "Tools", click "Get a Tax Transcript"
- Click the box that says "Get Transcript by MAIL"
- Click OK
- Enter the taxpayer's social security number, date of birth, and address information
- Click Continue, then follow the instructions until your request is submitted
- Transcripts arrive in 5 to 10 calendar days at the address on file for the taxpayer



3. Get an ONLINE Tax Transcript (View, Print, or Download your transcript)

TO UTILIZE THIS ONLINE TOOL, YOU MUST HAVE THE FOLLOWING:

- Access to certain account numbers, such as:
 - o Credit card, home mortgage loan, car loan, or home equity line of credit *
 - o A cell phone (must be registered in the name of the **taxpayer**)

- Go to www.irs.gov
- Under "Tools", click "Get a Tax Transcript"
- Click the box that says "Get Transcript ONLINE"
- Click "Get Started"
- Click "Continue"



- If you have the taxpayer's Name, Email, Birthdate, SSN, tax filing status, and current address, enter YES to continue.
- You will be asked to provide a financial account number *
- A six digit activation number will be sent via text to your cell phone
- Enter the activation code
- Create a username and password
- Create a site phrase and site image
- Continue to follow the instructions until your request is submitted
- Then you can choose to View, **Print**, or Download your transcript

4. Order a Tax Return Transcript by Phone

- Call 1-800-908-9946
- Follow the automated instructions

5. Need assistance? Contact the Financial Aid Office

- If you are unable to use any of the methods listed above, you may contact the Financial Aid Office for additional information at 731-425-2605 or 1-800-355-5722 ext. 52605.
- **Or, you can check with your local IRS office to request a Tax Return Transcript by appointment. To schedule an appointment call 1-844-545-5640.**

*****Note: This service is not offered at all IRS offices*****