


How to Provide 2016 Tax Return Information

1. Use the IRS Data Retrieval Tool


- Log into the FAFSA at www.fafsa.gov and use the IRS Data Retrieval Tool to download your 2016 tax return information directly to the FAFSA.

2. Receive a Tax Transcript by MAIL

- Go to www.irs.gov
- Click “Get Your Tax Record”
- Scroll down and click the “Get Transcript by MAIL” option 
- Click OK in the ‘Message from webpage’ pop-up box
- Enter the taxpayer’s social security number, date of birth, and address information
- Click Continue, then follow the instructions until your request is submitted. **2016 Tax Return Transcript must be requested**
- 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)

You must have access to certain account numbers, such as your:

- 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
- Click “Get Your Tax Record”
- Click the “Get Transcript ONLINE” option 
- Under ‘Log In’ type in your username
- Click “LOG IN”
- Continue to follow the instructions until your request is submitted. **2016 Tax Return Transcript must be requested for the 2018 – 2019 FAFSA**
- 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. Paper Request Form

- Complete the IRS Form 4506-T (www.irs.gov/form4506t) and fax it to 1-859-669-3592
(The fax numbers for other states are listed on the back of Form 4506-T)

6. Non Tax Filers

If you did not file a 2016 Tax Return, you may be required to verify that you are a Non-Tax-Filer. To do this, you must order a **Verification of Non-filing Letter from the IRS.**

- Go to www.irs.gov
- Under the red box that says “Tools” click “Get a tax transcript”
- Click either “Get Transcript By Mail” or Click “Get transcript ONLINE”

or

Complete Form 4506-T and fax it to 1-859-669-3592 if you live in Tennessee. *(The fax numbers for other states are listed on back of the Form 4506-T)*

or **Telephone Request** - Call 1-800-908-9946

- 7. 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.

- 8. Check with your local IRS office to request a Tax Return Transcript by appointment



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

2016 TAX RETURN TRANSCRIPT

Driving Directions to the Ed Jones Federal Building
109 South Highland Avenue, Jackson, TN 38301
Downtown Jackson TN

THIS SERVICE IS PROVIDED BY APPOINTMENT ONLY!!!
TO SCHEDULE AN APPOINTMENT: 1-844-545-5640

Start > A) 2046 N Parkway, Jackson, TN 38301-3722 US

1. Start out going west on N Parkway/US-412-BR/TN-20 toward Lawrence Switch Rd. (go 0.33 miles)
 2. Take the 1st left onto Doctor F.E. Wright Dr.
 - Doctor F.E. Wright Dr is 0.1 miles past Lawrence Switch Rd
 - CIRCLE K is on the corner to the right
 - If you reach Park Ridge Dr you've gone a little too far (go 1.11 miles)
 3. Stay straight to go onto US-70 W/TN-1 W/Industrial Rd. Continue to follow US-70 W/TN-1 W. (go 2.81 miles)
 4. Turn right onto S Highland Ave/US-45/TN-5.
 - S Highland Ave is just past S Liberty St
 - Pizza Hut is on the corner
 - If you are on W Chester St and reach S Shannon St you've gone a little too far (go back 0.06 miles)
 5. 109 S HIGHLAND AVE is on the left.
 - If you reach W Main St you've gone a little too far (go back 0 miles)
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End > B) 109 S Highland Ave, Jackson, TN 38301-6123 US

>> TOTAL ESTIMATED TIME: 7 minutes | DISTANCE: 4.3 miles <<

USE OF PRIOR-PRIOR YEAR TAX INFORMATION: Students and parents will report income information from the prior, prior year. So, when you complete the **2018-2019 FAFSA**, you will use your **2016 income tax information!**