

IRS Data Tool: Instructions

Your **2016–2017** Free Application for Federal Student Aid (FAFSA) was selected for verification by the Department of Education to verify that you provided correct information on the FAFSA. The recommended process to confirm accurate financial information on the FAFSA is to use the IRS Data Retrieval Tool.

**Update your FAFSA using the IRS Data Retrieval Tool
(If you are not able to update your FAFSA with this tool, see option #2)**

If parent information was required on your FAFSA, it will prompt you to use the IRS Data Retrieval Tool for the parent first. Continue to student's income tax information to run the process again.

Before you use this tool, make sure it has been at least three weeks since you filed your federal 2015 taxes electronically. Do not use the data tool if you (or parent) will not file 2015 taxes.

1. Go to **www.FAFSA.ed.gov**, log in to the student's FAFSA, and then click "Make FAFSA Correction" below.
2. Please find the "financial information" grey tab at the top, click on this.
3. Indicate "**Already completed**" for the question: "have you completed an IRS income tax return or another tax return?" Most likely you indicated "will file" there previously.
4. Answer the questions under "You may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS."
5. Click **LINK TO IRS** (or for parent tax, first enter parent FSA ID and password)
6. It will go to the IRS web page, type in the address as it shows on your 2015 tax return. (please do not type any periods in this field.)
7. Click on the box to transfer your data to the FAFSA, and then click 'submit'.
- 8. Do not change any data that was transferred from the IRS.**
- 9. Click 'Next' then go the 'sign and submit' section and click 'submit'.**
10. If you see a page that says: "you have successfully submitted your FAFSA" then you're done!

Once you have made all the corrections, your financial aid file will be checked for accuracy.

Thank you for your attention to this matter. Please feel free to contact us with any questions.

If you need help with a correction, you can call the FAFSA helpline at 1-800-433-3243

(See reverse side for Option #2)

Option #2: Requesting a 2015 IRS Tax Return Transcript*
(Use this option only if you were not able to use the IRS tool on the FAFSA)

**Per federal guidelines, we are no longer able to accept a personal copy of your federal 1040 tax return. The copy must come from the IRS in the form of a tax transcript.*

1. By Phone: Call the IRS at 1-800-908-9946

Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return you filed. Next, select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2015**”. If validated, tax filers can expect to receive a paper IRS Tax Return Transcript to the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request. IRS Tax Return Transcripts cannot be sent to the school directly.

2. Online: Available at www.irs.gov

In the **Tools Section** of the homepage click “**Get Transcript of Your Tax Records**”

Click “**Get Transcript Online**” or “**Get Transcript by Mail**”. **Make sure to request the “IRS TAX RETURN TRANSCRIPT” and NOT the “IRS Tax Account Transcript”.**

Follow the directions for completion for whichever one you choose. Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.

If transcript is requested by mail and is validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days. IRS Tax Return Transcripts requested by mail cannot be sent directly to the school by the IRS. The parent or student must send them to the school.

If the “Get Transcript On line” is chosen and validated the transcript can be printed immediately, and the parent or student must forward them to the school.

3. Online: ONLY use option #3 if your address has changed from the address listed on your filed tax return.

IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.

Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to the school by the IRS. On line 6, enter “2015” which is required for the 2015-2016 FAFSA. The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number). Tax filers can expect to receive their transcript within 5 to 10 days. NOTE: Processing the form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will not provide the 2015 tax transcript.

Once you receive your tax documents, please mail or fax all requested documents to the Lincoln College address or fax number located on the top right corner of your financial aid office letter.