Instructions for Requesting Tax Documents from IRS

IRS Data Retrieval Tool

1. Go online to https://studentaid.gov/h/apply-for-aid/fafsa
2. Click on "Login"
3. Choose "enter your (the student's) FSA ID"
   - x If you previously submitted a FAFSA for the academic school year, then Select "Make Corrections"
4. Navigate to the "Financial Information" tab
5. Select that you (or your parents) have "Already Completed" taxes Answer the questions related to filing status
6. Click the "Link to the IRS"
   - x If you're submitting a correction, then click the "View Options to Link to the IRS"
7. Choose "Proceed to IRS Site"
8. Complete by entering all information exactly as it appears on your tax return
9. Click "Submit"
10.

<u>Wage and Income Transcript</u>

1. Go online to www.irs.gov
2. Select "File"
3. Under the "Individuals" side-bar, select "Your Information"
4. Under the "Your Information" side-bar,

x If you are unable to use the "Get Transcript Online" and "Get Transcript by Mail", you will need to complete and submit an IRS Form 4506-T (https://www.irs.gov/pub/irs-pdf/f4506t.pdf) to the IRS. Please check box 7 to request a Verification of Non-Filing Letter.

x You will need to indicate the tax year requested, for example December 31, 2021 in box 9. This form will either need to be mailed or faxed depending on the option requested.