Verify your Tax Information.

Option 1: Submit a Tax Return Transcript
You must request a (free) 2015 Return Transcript, and then forward a copy to our office. If the student also filed a 2015 federal tax return, repeat these steps.

Online Mailed Request
2. Click on “Get Transcript by MAIL”
3. Enter tax filer’s social security number, date of birth, street address (use address that was listed on the tax return filed), and zip or postal code.
4. Select “Return Transcript” (not Account Transcript!) and then “2015”. (2015 is not a type. The 2017-18 FAFSA is looking at your 2015 tax data)
5. Scan, fax or postal mail the transcript with your signed verification worksheet to the Financial Aid Office.

Telephone Request
1. Call 1–800-908-9946
2. Follow prompts to enter tax filer’s:
   a. social security number
   b. Numbers of street address (use address that was listed on the tax return filed)
      i. Ex: 402 East College Street – enter 402
3. Select “Option 2” for your IRS Tax Return Transcript and then enter “2015”. (2015 is not a type. The 2017-18 FAFSA is looking at your 2015 tax data)
4. Scan, fax or postal mail the transcript with your signed verification worksheet to the Financial Aid Office.

It may take the IRS several weeks to fulfill your request. Your Tax Return Transcript will be mailed directly to you. **Keep a copy for your records and submit a copy with the signed verification worksheet to our office.**

Option 2: Use the IRS Data Retrieval and Transfer Tool
1. Log in to your 2017-18 FAFSA.
2. Click Make a correction
3. Navigate to the date the drop down box to “Already Completed.”
4. Answer the next question. If requested, you may navigate to the IRS Data Retrieval Tool. If you answer “No” to all of the questions, you may navigate to the website.
5. Enter your data exactly to successfully verify your identity based on the information display.
6. Check the “Transfer My Tax Information into the FAFSA” and click “Transfer Now” to return to the FAFSA site.
7. If the student also filed a 2015 federal tax return, repeat these steps in the student section of the FAFSA.
8. **Important Step** Navigate to the Sign and Submit section and submit these corrections.

Once you have submitted your FAFSA please complete, sign and return the required verification worksheet to the Financial Aid Office by fax, scan or postal mail.