



## Instructions for Requesting Tax Documents from the IRS

### IRS Data Retrieval Tool

1. Log-in to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
2. Select "Make Corrections"
3. Click on the "Financial" tab
4. Select that you (or your parents) have "Already Completed" taxes
5. Click the "View Options to Link to the IRS"
6. Click "Link to IRS"
7. Select "OK" at the prompts
8. Complete by entering all information exactly as it appears on your tax return
9. Click "Submit"
10. Review the information for accuracy, then check the box next to "Transfer my Tax Information"
11. Click "Transfer Now"
12. Go to the end of your FAFSA and sign with your FSA ID
13. Click "Submit"

### IRS Tax Return Transcript

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the "Tools" selection, select "Get a tax transcript"
3. Select "Get Transcript Online" to request a PDF copy of your Tax Return Transcript
  - a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Tax Return Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your **Tax Return Transcript**
6. Transcripts are also available via phone with the automated phone tool at 1-800-908-9946 or the IRS2GO mobile app.

### Wage and Income Transcript

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the "Tools" selection, select "Get a tax transcript"
3. Select "Get Transcript Online" to request a PDF copy of your Wage and Income Transcript
  - a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Wage and Income Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your **Wage and Income Transcript**

### Verification of Non-Filing Letter

1. Go online to [www.irs.gov](http://www.irs.gov)
2. Under the "Tools" selection, select "Get a tax transcript"
3. Select "Get Transcript Online" to request a PDF copy of your Verification of Non-Filing Letter
  - a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Verification of Non-Filing Letter mailed to you. Please note this option takes 5-10 business days to be mailed.
  - b. 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. You may also obtain a copy of the 4506-T in the Financial Aid Office.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your **Verification of Non-Filing Letter**