How to Request a 2017 IRS Tax Return Transcript or Transfer Tax Info into Your FAFSA

Important Note: Federal regulations no longer allow students to provide a copy of their IRS 1040 forms if they are selected for verification. **(Remember: The 2019–20 FAFSA form requires your 2017 tax data.)**

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please write the student's name and student ID number on their and their parent's tax information prior to submitting it to the institution.

Document Submission Methods:
Mail: Indian Hills Community College
           Attn: Financial Aid Office
           525 Grandview Ave
           Ottumwa, IA 52501
Fax: 641.683.5741
Drop Off: Bring to One Stop/Bennett Student Service Building.

You can check your financial aid document status, print required forms, and view your financial aid award information (once available) on WebAdvisor.

Important Note: *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. The IRS Data Retrieval Tool (IRS DRT) allows students and parents who filed a U.S tax return with the Internal Revenue Service (IRS) to access the IRS tax return information needed to complete the *Free Application for Federal Student Aid* (FAFSA), and transfer the data directly into their FAFSA.

How do I use the IRS Data Retrieval Tool (DRT) if I've already submitted my FAFSA form?

Log in to your FAFSA form
1. Go to fafsa.gov and select "LOG IN."
2. Select "I am the student" on the left side of the page.
3. Enter your FSA ID username and password and select "NEXT."
4. On the "Disclaimer" page, click "ACCEPT."
5. Select "Make FAFSA Corrections."
6. Create a save key. (You'll use this if you need to return to this correction later.)
   Use the IRS Data Retrieval Tool (DRT)
7. Navigate to the "Financial Information" section.
8. If you are eligible to link to the IRS, you will be able to select the "Link to IRS" button to be transferred to the IRS site. (If you are not eligible to use the IRS DRT, you will not see this button.)
9. Provide the information requested from the IRS in order to confirm your identity. If the IRS site says it can't find your data, make sure the information you entered matches your tax return exactly, including items such as abbreviations in your mailing address.
10. After confirming your identity on the IRS site, choose the option to "Transfer Now." Note: For your protection, your tax return information will not display on the IRS site or on the FAFSA form, but we will inform you that the transfer was successful.
11. Once you've transferred your tax return information into your FAFSA form, navigate to the "Sign & Submit" page.
12. On the "Sign & Submit" page, read the certification statement and check the box indicating that you agree with the statement. Then select "Submit My FAFSA" at the bottom of the page.