As part of the verification process, you are required to submit proof of the 2018 tax information you provided on your 2020-2021 FAFSA application. Listed below are the different types of verification we are able to accept to verify your tax data.

Please note that we may require additional information to fully verify your data.

<table>
<thead>
<tr>
<th>Tax Filer</th>
<th>Non-Tax Filer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Independent Unmarried</strong></td>
<td>Signed verification from ICC tracking letter PLUS IRS Statement of Non-filing (See Form 4506-T) PLUS All W2s from 2018 wages earned</td>
</tr>
<tr>
<td><strong>Student Independent Married</strong></td>
<td>Signed verification from ICC tracking letter PLUS IRS Statement of Non-filing (See Form 4506-T) PLUS All W2s from 2018 wages earned</td>
</tr>
<tr>
<td><strong>Student Dependent Unmarried</strong></td>
<td>Signed verification from ICC tracking letter PLUS IRS Statement of Non-filing (See Form 4506-T) PLUS All W2s from 2018 wages earned</td>
</tr>
<tr>
<td><strong>Current Spouse of Independent Student</strong></td>
<td>IRS Statement of Non-filing (See Form 4506-T PLUS All W2s from 2018 wages earned</td>
</tr>
<tr>
<td><strong>Parent(s) of Dependent Student</strong></td>
<td>Signed verification from ICC tracking letter PLUS IRS Statement of Non-filing (See Form 4506-T PLUS All W2s from 2018 wages earned</td>
</tr>
</tbody>
</table>

**IRS Data Retrieval within FAFSA app**

- **OR**
  - 2018 IRS Tax Return Transcript
  - **Signed** copy of 2018 federal tax return (including Sch. 1, 2 or 3)

**2018 IRS Tax Return Transcript**

- **OR**
  - Signed copy of 2018 federal tax return (including Sch. 1, 2 or 3)

**Signed copy of 2018 federal tax return (including Sch. 1, 2 or 3)**

- **OR**
  - IRS Statement of Non-filing (See Form 4506-T
  - PLUS All W2s from 2018 wages earned

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  - PLUS All W2s from 2018 wages earned
IRS Data Retrieval:

The fastest way to complete this verification to link your tax data directly from the IRS using the Data Retrieval Tool (DRT) within your FAFSA application. Below are instructions to complete this process.

Some applicants are not eligible to use the DRT. If the following apply to you, you will need to verify your tax data using one of the alternative options.

- independent married student or parents of a dependent student that filed separate tax returns
- dependent student’s legal parents are unmarried but living together
- independent student or parent of dependent student that had a change in marital status after the end of the tax year
- student or parent that filed an amended tax return (1040X)
- student or parent that filed a foreign tax return

Process:

- If you filed electronically, your information should be available on the IRS website within two weeks of the filing date.
- If you mailed your tax return, your information should be available on the IRS website within eight weeks.

Instructions:

The IRS Data Retrieval tool allows FAFSA applicants and their parent(s) to retrieve and transfer their tax data directly from the IRS into their FAFSA application.

Step # 1 - Go to www.fafsa.gov.

Step # 2 - Login with the student’s name, Social Security #, date of birth and/or his/her FSA I.D.

Step # 3 - Click on “Make Correction,” enter the student’s FSA I.D., and select a Save Key

Step # 4 -

- Click on the “Financial Information” heading.
- Select “Already Completed” when asked about completing your 2017 tax return
- Respond to filtering questions.
- Select the “Link to IRS” button then “Proceed to IRS Site” (a parent of a dependent student must enter his/her FSA I.D. at this time)
- Enter the address and tax filing status exactly as it appears on your 2017 paper tax return. Click on “Submit.”
- Select the checkbox under the heading “Transfer my Tax Information into the FAFSA” then click on “Transfer Now”.
- Expect a message confirming the information transferred. DO NOT change any of the transferred information; changing IRS transferred data will void a valid IRS transfer.
- Dependent students should repeat the above steps to transfer their own tax data.

Step # 5 – Review changes, SIGN electronically and SUBMIT
IRS Transcripts & Statements of Non-Filing:

If you are eligible to use the Data Retrieval Tool but chose not to during FAFSA completion, you can login and correct this at any time. Be sure to re-submit your FAFSA application after making any corrections.

If you are not eligible to use the IRS Data Retrieval Tool, you will need to verify your tax data using an alternative method. Below is a grid detailing the documentation required to verify your tax information depending on your filing status as well as instructions to obtain this documentation.

1. Online
   - Click “Get Your Tax Record”
   - Choose to either receive transcript by mail or via .pdf online (account creation required)
   - Follow instructions given.
   - Receive your tax transcript within 5 to 10 working days.

2. Telephone
   - Call IRS @ 1.800.908.9946.
   - Follow instructions.
   - Receive your tax transcript within 5 to 10 working days.

3. Paper
   - Download [IRS Form 4506-T](https://www.irs.gov) or print form from ICC web page.
   - Mail or fax the completed form to the address noted on the back.
   - Receive tax transcript within 5 to 10 working days.