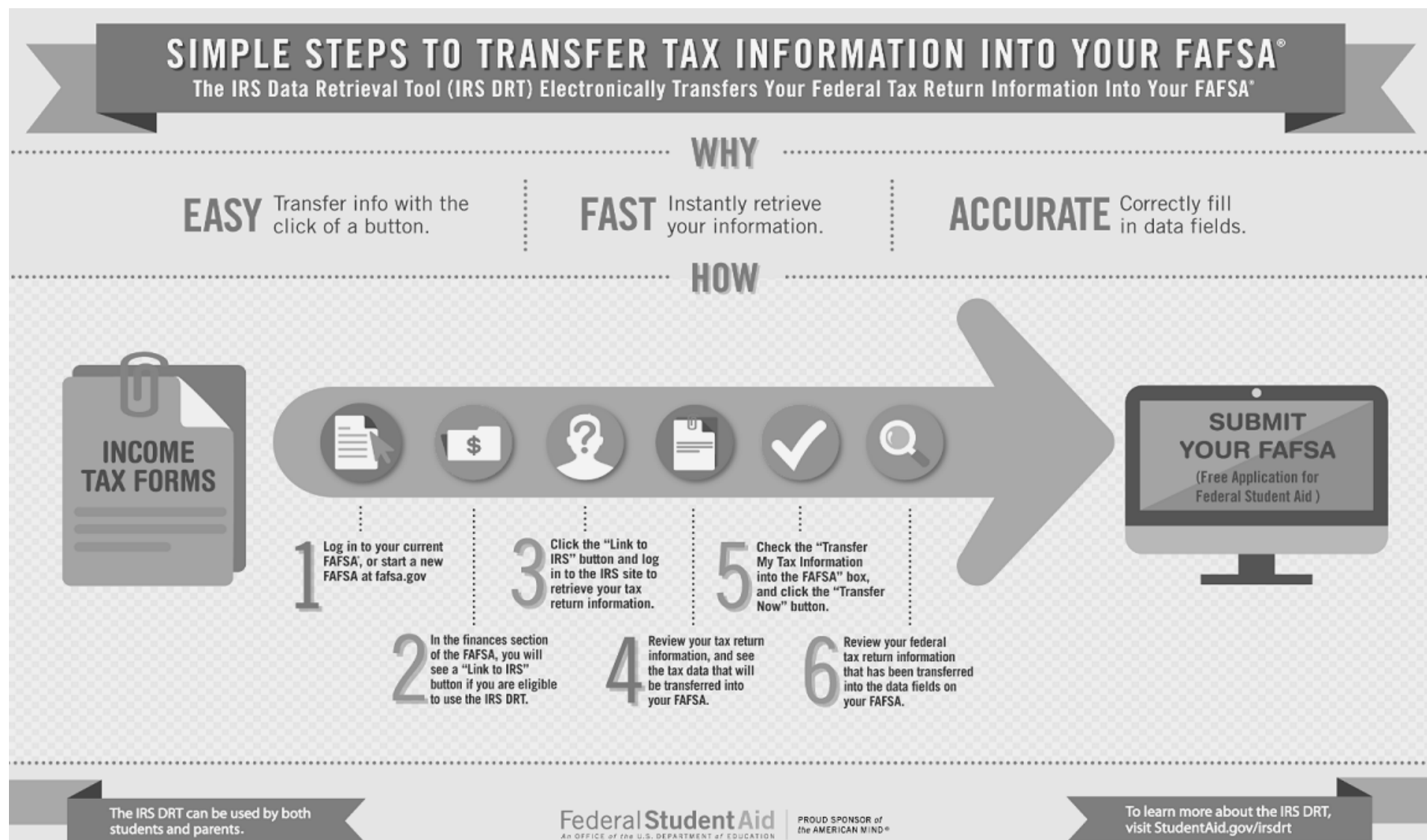


# The FAFSA IRS Data Retrieval (DRT) Process for Tax Filers

## Quick and Easy ... Just LINK IT!

The FAFSA process includes the ability for most federal income tax filers to import certain information from their federal tax return into the FAFSA application, a process called "IRS Data Retrieval" (DRT). This can be done upon submission of the original FAFSA on the Web, or when the applicant electronically corrects the data. If you used this process when completing/correcting your FAFSA you do not need to submit copies of your Federal Tax Return Transcript unless specifically requested to do so in a letter sent by us.





## Request an IRS Tax Return Transcript and/or Wage & Income Transcript

If we have requested that you, your spouse, and/or your parents submit a copy of your/their *2015 Federal Tax Return Transcript*, and/or *Wage and Income Transcript* **OR** if you cannot utilize the IRS DATA RETRIEVAL TOOL (DRT- [Link to IRS](#)) on FAFSA ON THE WEB, you can request a hard copy by visiting [www.irs.gov](http://www.irs.gov) and clicking on GET A TAX TRANSCRIPT.

Next, you will be given with the option to obtain a free copy of your *Tax Return Transcript* and/or *Wage and Income Transcript* for 2015, either online or by mail: The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your current transcript availability

The screenshot shows the IRS website interface. At the top, there's a navigation bar with links like 'Subscriptions', 'Language', and 'Information For...'. Below that is a search bar. The main content area has several sections: 'Filing', 'Payments', 'Refunds', 'Credits & Deductions', 'News & Events', 'Forms & Pubs', 'Help & Resources', and 'for Tax Pros'. There are also four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these, there are four columns of links: 'Forms and Pubs' (1040, 1040EZ, W-4, W-7, W-9, 1099-MISC, More...), 'Hot Topics' (Change your tax withholding, Retirement plan contribution limits, ITIN renewal, Charitable contributions, Affordable Care Act, More...), 'Tools' (Renew or obtain a PTIN for 2017, **Get a tax transcript**, Check status of your amended return, Apply for an employer ID number, More...), and 'Filing & Payment' (where's my refund?, freefile, e-file, EFTPS). At the bottom, there's a 'News' section and a row of links: 'Get Ready for 2017', 'ITIN Renewal', 'Phone & Other Scams', 'Exempt Orgs', 'Health Care & Taxes', and 'Social Media'.

This block compares two methods to get a transcript. On the left, 'Get Transcript ONLINE' is shown with a download icon. It lists requirements: SSN, date of birth, filing status and mailing address from latest tax return, access to email account, personal account number from credit card, mortgage, home equity loan, or car loan, and a mobile phone with your name on the account. It also lists what you get: view, print or download your transcript; transcript types available online; and username and password to return later. On the right, 'Get Transcript by MAIL' is shown with an envelope icon. It lists requirements: SSN or Individual Tax Identification Number (ITIN), date of birth, and mailing address from your latest tax return. It also lists what you get: transcripts arrive in 5 to 10 calendar days at the address on file; and transcript types available by mail.

For more information, visit **GET TRANSCRIPT FAQs** at [www.irs.gov/individuals/get-transcript-faqs](http://www.irs.gov/individuals/get-transcript-faqs).

**If you're unable to register at [www.irs.gov](http://www.irs.gov) or you prefer not to use GET TRANSCRIPT ONLINE you may order a *Tax Return Transcript* and/or a *Wage and Income Transcript* by calling 800-908-9946 or completing and submitting IRS Form 4506-T at [www.irs.gov](http://www.irs.gov)**

## How to Request an IRS Verification of Non-Filing Letter

An IRS Verification of Non-Filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2017-2018 academic year you will be requesting a Verification of Non-Filing for the 2015 tax year. The IRS Verification of Non-Filing Letter should be dated on or after October 1, 2016.

If requested by us, an IRS Verification of Non-Filing Letter can be obtained online using the **IRS Get Transcript service** at [www.irs.gov](http://www.irs.gov). If the individual cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the **IRS Form 4506-T** (Be sure to indicate 12/31/15 on line 9), and mailing it to the IRS.