

If you and/or your parent (required for dependent students) filed a 2015 IRS Tax Return, you are required to either utilize the **FAFSA IRS Data Retrieval Tool** OR obtain/submit a copy of your **2015 Tax Return Transcript** from the IRS.

**To use the FAFSA IRS Data Retrieval Tool**

Go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer your 2015 IRS income tax information into your FAFSA. If you are eligible, follow the prompts/link to use the tool to retrieve and transfer your 2015 IRS income information into your FAFSA. Do not make any changes to any fields that have been automatically populated by using the IRS data retrieval tool. If it is determined that you are not eligible to use the tool you will have to obtain and submit a copy of your 2015 IRS Tax Return Transcript.

**To obtain an IRS Tax Return Transcript**

**Option 1-** Request your Tax Return Transcript online. Go to [www.irs.gov](http://www.irs.gov) and click on the “Get a Tax Transcript” under Tools 3. Click on “Get Transcript by MAIL” to have a copy mailed to you within 5 to 10 days. Please use the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed).

**Option 2 –** Request your Tax Return Transcript by phone by contacting the IRS at 1-800-908-9946.

\*\*\*Make sure that you request/obtain a Tax Return Transcript and not a Tax Account Transcript\*\*\*

\*\*\*We will not accept copies of your tax return or a tax account transcript\*\*\*

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