If the student/parent(s) are unable or chose not to use the IRS Data Retrieval Tool in the FAFSA application they must provide the school with the **Tax Return Transcript**.

The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov).

In most cases, no further documentation is need to verify 2014 income information that was transferred into the student’s FAFSA using the **IRS Data Retrieval Tool** if that information was not changed.

**A 2014 Income Tax Return Transcript** may be obtained through:

- **Online Request** ~ Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get Transcript of your Tax Records.”
  - Click “Get Transcript ONLINE”
  - or
  - Click “Get Transcript by Mail.”
- **Make sure to request the IRS TAX RETURN TRANSCRIPT” and NOT the “IRS TAX ACCOUNT TRANSCRIPT.”**
- **IRS2GO-App**

- **Telephone Request ~ 1-800-908-9946**

- **Paper Request Form ~ IRS Form 4506T-EZ or IRS From 4506-T**

In most cases, for electronic tax return filers, 2014 IRS Income Tax Return information is available for the IRS Data Retrieval Tool or the IRS Tax Return Transcript within 2-3 weeks after the 2014 electronic Income Tax Return has been accepted by the IRS.

Generally for filers of 2014 paper IRS Income Tax Returns, the 2014 IRS Income Tax Return information is available for the IRS Data Retrieval Tool or the IRS Tax Return Transcript within 8-11 weeks after the 2014 paper IRS Income Tax Return has been received by the IRS.

Contact the Financial Aid office if more information is needed about using the IRS Data Retrieval Tool or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2014 IRS Income Tax Returns, a **2014 IRS Tax Return Transcript must be provided for both student and spouse.**

If unable to order a tax return transcript with any of the above methods please contact the IRS at 800-829-1040 to speak directly with an IRS representative.