

Tax Return Transcript and Verification of Non-Filing

The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the **IRS DRT** if that information was not changed by the FAFSA filer.

If the student/parent(s) are unable or choose not to use the **IRS DRT** in the FAFSA application they must provide the school with the **Tax Return Transcript(s) or signed copy of the IRS Tax Return.**

A **2016 Income Tax Return Transcript** may be obtained through the IRS:

- **Get Transcript by MAIL** – Go to www.irs.gov, click on “Get Your Tax Record” then click “**Get Transcript by MAIL.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to www.irs.gov, click on “Get Your Tax Record” then click “**Get Transcript ONLINE.**” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** ~ 1-800-829-0582
- **Paper Request Form** ~ Go to www.irs.gov and print **IRS Form 4506T-EZ or IRS Form 4506-T**

In most cases, for electronic tax return filers, 2017 IRS Income Tax Return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2017 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2016 paper IRS Income Tax Returns, the 2017 IRS Income Tax Return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2017 paper IRS Income Tax Return has been received by the IRS.

Contact the Financial Aid Office if more information is needed about obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2017 IRS Income Tax Returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s) or signed copy of the IRS Tax Return, must be provided for each.**

A **Verification of Non-Filing** may be obtained through the IRS:

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS Income Tax Return was not filed with the IRS or other tax authority.

A verification of non-filing can be obtained from the IRS using form 4506-T and checking box 7.

- **Verification of Non-filing** ~ Go to www.irs.gov and print **IRS Form 4506-T – submit to IRS**

If multiple attempts to obtain the Verification of Non-filing from the IRS have been unsuccessful, the student/parent(s) may complete the Verification of Non-filing form.

If a student/spouse/parent did not file but is **required to file a 2017 Income Tax Return, additional information may be required to be submitted to the Financial Aid Office.

If unable to order a Tax Return Transcript or Verification of Non-Filing with any of the above methods please contact the IRS at 800-829-1040 to speak directly with an IRS representative.