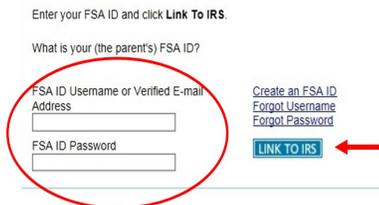


### Method #1: Corrected FAFSA - using the IRS Data Retrieval Tool

The “IRS Data Retrieval” tool is designed to provide an easier way to complete the FAFSA (Free Application for Federal Student Aid). Eligible students (and their parents) who have completed their federal tax return may use this tool to automatically populate financial information required on the FAFSA. Using the “IRS Data Retrieval” tool eliminates errors and verifies reported tax information with IRS reporting. All imported data will be marked with “Transferred from the IRS” on the FAFSA and **will not display** any numerical information imported. Students who do not use the FAFSA-IRS Data Retrieval Tool or make changes after importing the data will be required to submit tax information using the alternative methods described.

#### How to use the IRS Data Retrieval Tool

1. At [www.fafsa.gov](http://www.fafsa.gov), log in using your FSA ID Username and Password (or First/Last Name, SSN, DOB).
2. Select “Make FAFSA Corrections”, and enter your FSA ID. \*Be aware that there may be more than one FAFSA, so make sure to choose the academic year for the FAFSA you wish to correct.
3. Under the Financial Information tab, select “**Link to IRS**”.
4. Your FAFSA will be saved and you will be transferred to the IRS website.
5. On the IRS website, enter all required information to authenticate your identity. **Be sure to input the exact same information/address you filed with on your Tax Return.** If anything is mismatched, the information will not link.
6. After verification, your IRS tax information will be displayed. Select “Transfer My Tax Information to FAFSA”.
7. All automatically populated tax questions will be marked with “Transferred from the IRS” when you return to the FAFSA.
8. Save, re-sign, and submit the corrected FAFSA.
9. The colleges listed under “School Information” will receive the updated FAFSA electronically in 3-5 business days



Enter your FSA ID and click [Link To IRS](#).

What is your (the parent's) FSA ID?

FSA ID Username or Verified E-mail Address [Create an FSA ID](#)  
[Forgot Username](#)  
[Forgot Password](#)

FSA ID Password [LINK TO IRS](#)

**\*\*Please review back page to view examples.**

### Method #2: Online Requests

1. At [www.irs.gov](http://www.irs.gov), click on: “Get Your Tax Record” to be directed to “Get Transcript Online” or by mail.
2. If by mail, enter the required information to authenticate your identity and be sure to use the exact latest address used on your taxes. The document will be mailed to you within 5-10 business days.
3. If online, be sure to have the required documentation and follow the directions given on the website.

### Method # 3: Telephone Request

Tax return transcripts can be requested with the automated messaging system by calling **1-800-908-9946** or with a live person at **1-800-829-1040** and follow the prompts below:

1. Press 1 for English or 2 for Spanish
2. Press 2 for personal tax information
3. Press 2 for help filing a form
4. Press 2 for mailing address
5. Do not respond to any prompts after the fourth step. Wait until the call is transferred to an operator, who will be able to assist having the transcript faxed.

Please note that this is confidential information and **the IRS will need to verify your identity.** It helps to have your tax documents with you for when they go through this process. Please be sure to stay on the phone with the representative in order to confirm your transcript was faxed over successfully.

### Method # 4: Fax Request using the 4506-T

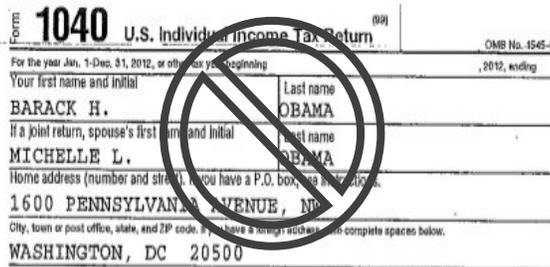
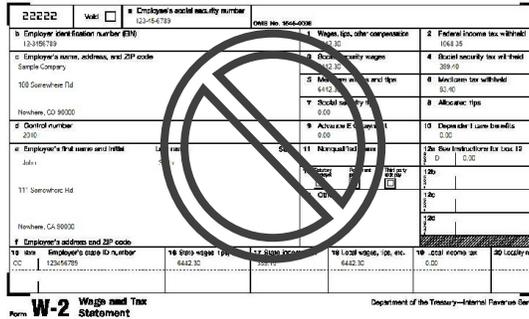
1. At [www.irs.gov](http://www.irs.gov), click on: Get Transcript for My Tax Records under “Tools”.
2. On the right side of the web page under “Related Forms” select the **Form 4506-T**.
3. Complete the form as explained and fax it the number listed under “Chart for all other transcripts” (located on the back of the Form 4506-T).

Note: You can also use the same 4506-T form and fax it to the corresponding number which is listed on the second page of the form. Be sure to fax it to the number for the state of Texas. Another way to request a Wage and Income Transcript is to call the IRS at 1-800-829-1040 and see if they can fax it. You also **create an account online** with the IRS by following the instructions at [www.irs.gov](http://www.irs.gov).

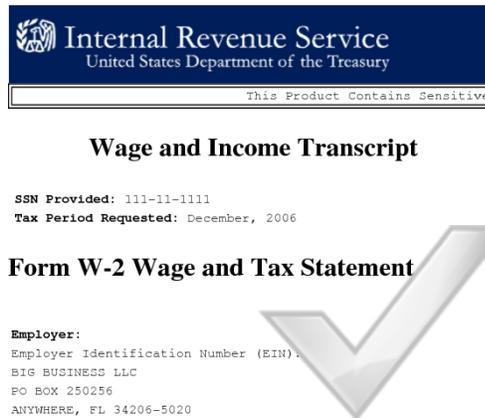
- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> STUDENT   | <input type="checkbox"/> WAGE & INCOME TRANSCRIPT |
| <input type="checkbox"/> SPOUSE    | <input type="checkbox"/> TAX RETURN TRANSCRIPT    |
| <input type="checkbox"/> PARENT(S) | <input type="checkbox"/> ACCOUNT TRANSCRIPT       |

TAX PERIOD YEAR : \_\_\_\_\_

**UNACCEPTABLE FORMS:** The 1040 (1040A, 1040EZ) Individual Income Tax Return, Account Transcript, paperwork from Turbo Tax, H&R Block, and any other tax prepares other than the IRS, will **not** be accepted by financial aid. W2 Forms from your employer will **not** be accepted.

**ACCEPTABLE FORMS:** The Tax Return Transcript that is directly from the IRS is the correct form that financial aid will accept. You can retrieve a copy of the Wage and Income Transcript online by filling out the Form 4506-T and faxing it or calling the IRS at 800-829-1040 and following the instructions on **Method 3** of this form.

**Data Retrieval Tool:** You can also go back into your FAFSA Application for the correct academic year to link the Tax Return Transcript directly from IRS. Instructions to link your Tax Return Transcript is on the front of this page. Be sure to choose the option to transfer the information to your FAFSA application after transferring the information. After everything has been successfully transferred, go to the Sign and Submit tab to submit the updated financial information. This option is available for the students' and/or their parents' information.

Based on your response, we recommend that you, the mother, transfer your information from the IRS into this FAFSA. [How you filed your taxes](#) can affect whether your tax return information is available to transfer.

Enter your FSA ID and click [Link To IRS](#).

What is your (the parent's) FSA ID?

FSA ID Username or Verified E-mail Address

FSA ID Password

[Create an FSA ID](#)  
[Forgot Username](#)  
[Forgot Password](#)

[LINK TO IRS](#)

