

Students who are chosen for the verification process must provide tax information for themselves and their parent(s) or spouse (when applicable). There are two ways to provide this information. Usually, the easiest option is to return to the FAFSA and use the IRS Data Retrieval Tool (IRS DRT) link. The instructions for this process are listed in Option #1. Instructions for obtaining tax information when the IRS DRT is not available to you are listed in Option #2.

You <u>can</u> use Option #1 if:	You <u>cannot</u> use Option #1 if:
You filed your federal tax return electronically more than 3 weeks ago (11 weeks for paper filers)	Marital status changed after 12/31/20, or married and filed separately or Head of Household
You have a valid social security number	You have an outstanding tax balance
You have an FSA ID and password	You filed a foreign tax return
Option #1: How to use the IRS Data Retrieval Tool (if you didn't originally do so)	
<ol style="list-style-type: none"> 1. Visit studentaid.gov, click "Apply for Aid" and "Complete the FAFSA Form" 2. Click "Log In" then click either "I am a student" or "I am a parent" and then "Log in to Continue" and enter the FSA ID/password. Select if you are the student or parent returning to update the FAFSA. 3. Current Application Status should say "processed successfully." Scroll down to click "Edit FAFSA Form" then "Continue." 4. Create a Save Key and click "NEXT" 5. Scroll down to Student or Parent Financials (whoever is using the DRT) and "Enter Section." 6. Scroll down to IRS Data Retrieval Tool (DRT) and click "Proceed to the IRS" then "Proceed to the IRS" again on the next page. Click "ok" to leave the FAFSA site and "ok" to enter the IRS site. 7. Read through what will be transferred, then click the box next to "Transfer My Tax Information into the FAFSA Form" then "Transfer Now." BOTH must be done to transfer the data. 8. You should be taken back to the FAFSA page next and see a message that you successful transferred the IRS tax information. You will need to scroll through and manually enter the items that are not pulled over from the DRT (such as income from work). 9. If you are a dependent student whose parent wants to use the IRS DRT, make sure to follow the steps above to link the data for both student and parent. 10. Once completed, continue to the "Sign & Submit" tab and click "Submit." If you're a dependent student, your parent will likely need to sign with their FSA ID to get it resubmitted. 11. You should get a confirmation that your correction was successfully submitted to Federal Student Aid. Print the confirmation page (if you choose). To exit, go to the top right corner where your name is and select "Log Out" from the drop-down menu. <p style="text-align: center;">Corrected FAFSA results are usually sent to RCC within 3-5 business days.</p>	
Option #2: How to Obtain a Tax Return Transcript	
Paper Tax Return	Submit a copy of your <i>signed</i> 2020 federal tax return (1040 and schedules 1/2/3, if filed)
Online Request – PDF version	Go to https://www.irs.gov/individuals/get-transcript , select "Get Transcript Online" then sign in through "ID.me" to access your 2020 Tax Return Transcript.
Online Request by Mail	Go to https://www.irs.gov/individuals/get-transcript , select "Get Transcript by Mail" then click "OK" and enter the required information to request the 2020 Tax Return Transcript.
Telephone Request	Call the IRS at 1-800-908-9946, follow the prompts to request a Tax Return Transcript for 2020. It should arrive within 5-10 calendar days.
Paper Request via Mail	Go to https://www.irs.gov/individuals/get-transcript , scroll down and click "About Form 4506-T" link, then click "Form 4506-T." Include the tax form type (1040) in #6, and click #6a. Enter 12/31/2020 as the year or period requested in #9. Mail or fax to the IRS office listed on the back of the form. (*Due to COVID-19 the IRS may suspend this option.)

Check out <https://www.irs.gov/individuals/irs-offers-help-to-students-families-to-get-tax-information-for-student-financial-aid-applications> for information from the IRS about getting 2022/2023 tax information for your FAFSA.