

ACCEPTABLE TAX DOCUMENTATION

PLEASE USE ONE OF THE FOLLOWING METHODS TO SATISFY THE STUDENT/PARENT/SPOUSE TAX REQUIREMENT

METHOD 1--IRS DATA RETRIEVAL

The IRS Data Retrieval Tool (DRT) process allows a student and his/her parent(s) to transfer IRS tax information directly from the IRS into the FAFSA. Go to the "Financial Information" section of the FAFSA to complete the transfer for the student and parents (if applicable).

OR

METHOD 2--SUBMIT A SIGNED COPY OF FEDERAL 1040(A/EZ) TAX RETURN FORM

- Submit the federal 1040(A/EZ) form, not the state form (see example below)
- Ensure it's signed by one of the filers

A scan of a 2010 U.S. Individual Income Tax Return (Form 1040). The form is partially filled out, showing sections for Filing Status, Exemptions, Income, Adjusted Gross Income, and Tax and Credits. The filer's name is [REDACTED].A scan of the second page (Page 2) of a 2010 U.S. Individual Income Tax Return (Form 1040). It shows sections for Tax and Credits, Other Taxes, Payments, and Refund. The filer's name is [REDACTED].

OR

METHOD 3--IRS TAX RETURN TRANSCRIPT

You can request a transcript two ways:

- Online: www.irs.gov/Individuals/Get-Transcript
- Paper process (IRS Form 4506T-EZ or Form 4506-T)

Online Transcript Request--Available Immediately

1. To request a tax return transcript, go to <https://www.irs.gov/individuals/get-transcript>

2. Click "Get Transcript Online" button. If a returning user, log in with your username. If you are a new user, you will have to create an account. In order to use the Get transcript online option you will need one of the following:
 - Credit Card
 - Mortgage or Home Equity Loan
 - Home Equity Line of Credit
 - Auto Loan

In addition, you will need a mobile phone number that your name is associated with. If you do not have a mobile phone number associated with your name, you can request an activation code via mail. The activation code takes 10-15 days to receive. If you have to wait on an activation code, please follow the instructions below to request a tax return transcript by mail; please allow 10-15 days for documents to arrive by mail.

Online Transcript Request--Mailed to You

1. To request a tax return transcript, go to <https://www.irs.gov/individuals/get-transcript>
2. Click "Get Transcript by Mail" button
3. Fill in Social Security Number, Date of Birth, Street Address, and Zip Code
4. Click "Continue"
5. Type of Transcript: "Return Transcript"

You should receive the transcripts in 10 to 15 days via mail.

Notes:

- If you had a change of address, you will need to contact the IRS regarding this situation.
- If you are a victim of identity theft, please contact the IRS at 1-800-908-4490 for assistance in obtaining your documents.
- If you have amended your tax return, you will need to provide a copy of your tax return transcript as well as a SIGNED copy of the Federal form 1040X (amended return).
- If an applicant has reported an IRA rollover on his or her federal tax return, this information should be brought to the attention of the Financial Aid Office.