

2017/2018 Obtaining Tax Information

How to use the IRS Data Retrieval Tool

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Retrieval Tool to transfer IRS income tax information into your FAFSA. It takes up to three weeks from the time you file your tax return for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Verification

If you are selected for verification and did not use the IRS Data Retrieval Tool when completing your FAFSA, you will need to provide an IRS Tax Return Transcript to the Financial Aid Office, or log in to your FAFSA record again to use the Data Retrieval Tool by following the instructions above.

Options to obtain an IRS tax return transcript if you did not use or were unable to use the IRS Data Retrieval Tool:

By Mail

Go to www.irs.gov and under Tools, select the Get a Tax Transcript option, then **Get Transcript by Mail**. You can elect to have the tax return transcript mailed to you in 5-10 business days.

If you choose to request a tax RETURN transcript by Mail you will be asked to provide your Social Security number and address that was used to submit your tax information. Remember this option takes between 5-10 business days.

Download PDF to Print Tax Transcript Immediately

Go to www.irs.gov and under Tools, select the Get a Tax Transcript option, then **Get Transcript Online**. You will create an account and download a PDF file to print off immediately.

If you choose to create an account with the IRS you will need to verify your identity by providing a credit card number, home mortgage loan number, or an auto loan number. **You WILL NOT be charged, this is used to verify your identity.** Once you have created the account you can print off your tax return transcripts, wage transcripts, and/or verification of non-tax filing.

Request by Phone

You can call the IRS automated number at 1-800-908-9946 and request a copy over the phone. This should be mailed to you within 5-10 business days.

Complete 4506-T Form to mail to IRS or Fax to IRS

You can submit the form 4506-T to the IRS to request a copy of your tax transcript, wage transcript, or verification of non-tax filing. This form can be obtained in the Financial Aid Office or by going to the IRS.gov website. For Michigan tax filers:

-You can mail this form to: Internal Revenue Service, RAIVS Team, Stop 37106, Fresno, CA 93888. (For non-Michigan filers, mail to address listed on the back of the form)

Or

-You can fax this form to IRS at 559.456.7227

***If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse.

Special Tax Circumstances

Amended Tax Returns

When an institution is aware that the tax filer filed, or will file, an **amended tax return** with the IRS, it **must obtain signed copies of both the 2015 (1) original filed tax return (1040), (2) tax return transcript, and (3) a signed copy of the IRS Form 1040X** . The information from both forms will be used to complete verification.

Extension to File

Any Student and/or Parents Who Have Been Granted a Tax Filing Extension for 2015 must provide

1. **Copy of the completed IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return, or**
2. **Tax Account Transcript from the IRS**

*If **requested a further extension, a copy of the IRS's approval of that,** and

The student/parent(s) must also **provide a copy of all of their 2015 W-2' forms or, if self-employed, a signed statement with the amount of their Adjusted Gross Income (AGI). A signed copy of the completed (not submitted) 2015 tax form (1040) is acceptable.

The institution may also require those with a filing extension to submit to the institution a tax return transcript after the return has been filed. The institution would then re-verify the AGI and taxes paid.

Rollovers

Unless the rollover amount is subtracted by the tax filer, the income will be **incorrectly overstated** on the FAFSA. Once corrected, however, the ISIR will reflect that the IRS data was altered after it was retrieved.

Untaxed IRA distribution and pension or annuity payments.

A tax filer determines how much of his IRA distribution or pension or annuity payment is taxable when he completes his tax return. The applicant reports the untaxed portion, which is determined from the tax return, but should **not** include rollovers (transfers of funds from one IRA to another).

If the applicant notifies the school of a rollover, the school should obtain alternate tax documents as well as documentation of the rollover to complete verification. This can include a copy of the 1040 form or IRA documentation stating Rollover and the amount.

Victims of Identity Theft

1. Victims of Identity Theft who cannot get a tax return transcript or use the Data Retrieval Tool must call the IRS's Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490. After the IPSU authenticates the tax filer's identity, she can ask the IRS to mail her an alternate paper tax return transcript known as the TRDBV (Transcript DataBase View) that will look different than a regular transcript but that is official and can be used for verification.
2. Applicants must also submit a signed and dated statement indicating that they were victims of IRS tax-related Identity Theft and that the IRS has been made aware of the theft.