

**IRS Data Retrieval Tool
And Tax Transcript Instructions
2020-2021 Verification**



We have received your 2020-21 Free Application for Federal Student Aid (FAFSA). Your FAFSA was selected for a process called "Verification". Hastings College is required by federal regulation to collect information to verify that the FAFSA is accurate. Any corrections made based on this documentation will be reported to you by the Federal Student Aid Center on an updated Student Aid Report.

There are two options for a tax filer to provide the required 2018 tax information. It is strongly encouraged that the IRS Data Retrieval Tool (DRT) be used in order to save time and to avoid having additional documentation requested.

1. The IRS Data Retrieval Tool (recommended method)

*The IRS Data Retrieval Tool will not be an option if marital status has changed since January 1, 2018 or if parents have filed taxes as 'married filing separately'. Use option 2.

- Log into your student's 2020-21 FAFSA at fafsa.gov and select "Make FAFSA Corrections"
- Navigate to the "Student or Parent Finances" section of the FAFSA
- Select "Link to IRS" to transfer your 2018 federal income tax data electronically from the IRS into the FAFSA.
- Once at the IRS site, review your information and enter your address exactly as it appears on your federal income tax return and click the 'submit' button.
- Check the 'Transfer My Tax Information into the FAFSA form' box, and click the 'Transfer Now' button.
- You will know you have been successful when you see the words 'Transferred from the IRS' in place of the IRS information in your FAFSA form. For your protection, your tax information will not be displayed on either the IRS site or on your FAFSA.
- Once you have transferred your tax data and are back to the FAFSA, be sure to sign and submit the corrected FAFSA

OR

2. A 2018 IRS Tax Return Transcript can be obtained in a variety of ways:

- Go to www.irs.gov and choose "Get your Tax record" then choose "Get Transcript Online" or "Get Transcript by Mail"
- By phone 1-800-908-9946, to receive a copy by mail generally within 7-10 business days
 - enter your social security number
 - enter the digits from your most recent filed tax return mailing address
 - select option
 - enter 2018
 - entering a customer file number is not needed for Hastings College
- By Mailing or faxing a paper request using IRS 4506-T form (available to print on the IRS website)