

# 2019 Parent Tax Information Request

Your son/daughter's 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid will confirm the tax information reported on the FAFSA, before we put on your child's Financial Aid awards. You will have the option to update data on the FAFSA, or provide an IRS Tax Return Transcript. Please complete one of the options below within 30 days of this request. If there are differences in between the FAFSA and the tax transcripts, the FAFSA may need to be corrected.

The instructions below apply to both parents in the household if they are married, or live together in the same residence.

- **Filed married and filed separate** 2019 tax returns, both parents in the household must submit 2019 IRS Tax Return Transcripts.
- Filed an **amended 2019 IRS tax return**, please request the IRS Tax Return Transcript using Option B below. You must also provide a signed copy of the 2019 IRS Form 1040X, Amended U. S. Individual Tax Return, which was filed with the IRS.
- If you were granted an **IRS filing extension**, or you were a victim of **Identity Theft**, please contact the Financial Aid Office.

### Option A: Preferred Method: IRS Data Retrieval (IRS DRT) Instructions:

- Log in to your current FAFSA or start a new FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa> .
- In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the DRT.
- Click the "Link to IRS" button and log in to the IRS to retrieve your tax return information.
- Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.
- Your federal tax return information that has been transferred into the data fields on your FAFSA. Both students and parents can use the IRS DRT. To learn more about the IRS DRT, visit <https://studentaid.gov/apply-for-aid/fafsa/filling-out> .

### Option B: 2019 IRS Return Transcript Request Instructions

Get Transcript by MAIL (5-10 calendar days)	Get Transcript Online (Immediate access, but can be challenging)	Get Transcript by Phone (5-10 business days)
<p><b>Request Online to be Mailed:</b>  <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSN or ITIN</li> <li><input type="checkbox"/> Birthdate</li> <li><input type="checkbox"/> Mailing Address from your last tax return</li> <li><input type="checkbox"/> Select <b>Return Transcript, 2019</b></li> </ul> <p style="text-align: center;">or</p> <p><b>Paper Request Form 4506-T:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Download the form at <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a></li> <li><input type="checkbox"/> Complete items 1a - 4</li> <li><input type="checkbox"/> Check Line 6(a) Return Transcript</li> <li><input type="checkbox"/> Sign and date the form                             <ul style="list-style-type: none"> <li>• See example on the next page</li> </ul> </li> </ul>	<p><b>Request Online to be downloaded:</b>  <a href="https://www.irs.gov/individuals/gettranscript">https://www.irs.gov/individuals/gettranscript</a></p> <p>First time users will need to register and provide the following Required information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Birthdate</li> <li><input type="checkbox"/> SSN or ITIN</li> <li><input type="checkbox"/> Tax Filing Status</li> <li><input type="checkbox"/> Current Address</li> <li><input type="checkbox"/> Mobile Account/Phone</li> </ul> <p><b>and</b> one of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Credit Card, or</li> <li><input type="checkbox"/> Mortgage or Home Equity Line of Credit, or Home Equity Line of Credit, or</li> <li><input type="checkbox"/> Auto Loan</li> </ul>	<p><b>Dial:</b> 1-800-908-9946</p> <p>You will need:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSN</li> <li><input type="checkbox"/> Street Address (number only)</li> <li><input type="checkbox"/> Select "Option 2" to request an IRS Tax Return Transcript for 2019.</li> </ul> <p>The tax transcript will be mailed to the address reported on the tax return.</p>