

**Complete IRS Data Retrieval through your FAFSA**

- Log into your FAFSA with your FSA Username and Password at [studentaid.gov](https://studentaid.gov)
- Click the “Financial Information” tab
- Confirm that you have marked “already completed” for your tax return
- Identify the status on how you filed your tax return
- Clarify if you filed a Puerto Rican or foreign tax return
- If you are eligible for data transfer, a button for “**Link to IRS**” will appear
- Click the button for “**Link to IRS**” to leave the FAFSA website temporarily
- Enter personal identifying information on IRS website
  - Use exact address that was listed on the applicable tax return
- Once submitted, the IRS site will identify what answers will be transferred to your FAFSA
- Select the box for “Transfer My Information now” and click the “Transfer Now” button
  - You will return to the FAFSA “Financial Information” tab.
- Click “Save” at the bottom of the screen and follow the prompts to move through the rest of the application
- Student (and parent if applicable) should be prepared to re-sign (with the FSA ID) and re-submit your FAFSA
- FRCC will receive the electronic transferred results within **5-7 business days**

**Request a Tax Return Transcript/Verification of Non-Tax Filing Online through [www.irs.gov](https://www.irs.gov)**

- Visit <https://www.irs.gov/individuals/get-transcript>
- “Request Online”
  - May have to create an online account to access; *remember your user name and email*
  - Enter SSN, birthdate and address to confirm your identity and records on file
  - You must use the exact address that was listed on the tax return requested
  - Financial account information may be verified
  - Online option will allow you to print or save directly from website

OR

- “Request by Mail”
  - Enter SSN, birthdate and address to confirm your identity and records on file
  - You must use the exact address that was listed on your tax return
  - Select “return transcript” and appropriate tax year from menu”
  - Mail request option will be sent to the address provided within 5-10 business days

**Complete 4506-T Form and mail to IRS office**

- Provide demographic information for lines 1 through 5
- Select the Type of Tax Document you’d like to request:
  - Line 6a: Select the checkbox on the right side for **Return Transcript**
  - Line 7: Select the checkbox on the right side for **Verification of Non-filing**
  - Line 8: Select the checkbox on the right side for Form W-2 or 1099 (to demonstrate amount earned)
- Line 9: 12/31/2018 for the 20-21 school year  
12/31/2019 for the 21-22 school year  
12/31/2020 for the 22-23 school year (which starts in August 2022)
- Taxpayer must check a box to identify they have legal authority to request paperwork.
- Tax payer must sign, and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing.
- Mail IRS Form 4506-T to the address or number provided on page 2 of Form 4506-T.

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| <ul style="list-style-type: none"><li>• <b>2018 tax information for 2020-2021 aid year (Summer 2021)</b></li><li>• <b>2019 tax information for 2021-2022 aid year (Starts in August 2021)</b></li></ul> |
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