



2018-19 Parent Federal Tax Return Transcript Request

Student's Name: _____ SID: _____

Your 2018-2019 application for federal student aid has been selected for verification of 2016 tax information. Please submit all required documentation listed below for your parents. Failure to submit all required documents will result in a delay in the processing of your aid. If your parents were married on the date the FAFSA was filed, tax documents for both parents are needed, including step-parents. **The student's name and ID should be listed on all documents submitted.**

TAX RETURN FILERS—Important Note:

If the student's parent(s), filed or will file, an amended 2016 IRS tax return the student's financial aid counselor must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2016 income tax return with the IRS.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see your financial aid counselor.

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The financial aid office will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid counselor cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2016 tax returns were filed, 2016 IRS tax return transcripts must be submitted for each parent.*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the financial aid office later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the financial aid office

Student's Signature

Date

Parent's Signature

Date