Tax Return Information

**Tax Returns**
Due to a change in federal guidelines, the Financial Aid Office will no longer accept a paper copy of the federal tax return to verify information on your FAFSA. Please note the distinction that a paper copy of the tax return can be used as an aid to complete the FAFSA, but cannot be used as the document to verify tax return information. The options to verify tax return information are:

- Return to your FAFSA online and make corrections using the IRS Data Retrieval Tool (DRT), or
- Request a free Tax Return Transcript from the IRS

Keep processing time in mind when trying to meet the financial aid deadlines. Once the tax returns are submitted, wait the appropriate length of time (two weeks if filed electronically and eight weeks if by mail), and then you can obtain your tax information by either the DRT or request to the IRS. Tax Return Transcripts are usually sent to you within fourteen days after your request.

**Amended Tax Returns**
If an amended tax return was filed, you will need to submit the signed paper copy of the IRS Form 1040X that you submitted to the IRS and a Tax Return Transcript.

**Data Retrieval Tool**
The Data Retrieval Tool (DRT) is an option available to you while completing your FAFSA. The DRT allows federal tax return information to be retrieved electronically from the IRS and transferred to your FAFSA application. This is the preferred method to obtain tax return information. The DRT is available usually two weeks after electronically filing the tax return or eight weeks after mailing the tax return to the IRS. If the DRT is not available when you are completing your FAFSA, you can use your own paper copy of the tax return as an aid in completing the FAFSA. Then, once the tax return is filed, you can return to the FAFSA online and make corrections using the DRT. The benefit of using the DRT is that the information will be correct and, if no changes are made, you will not be required to submit any further tax documents to the school. If you do not use or you are unable to use the DRT, you may be required to submit an official IRS Tax Return Transcript to the school.

**Identify Theft Determined by IRS**
If the IRS has determined that you are a victim of identity theft, the IRS will not allow you to obtain tax information until the matter has been resolved. In this case, you must provide the Financial Aid Office with a signed paper copy of the forms you submitted to the IRS: IRS Form 1040 and IRS Form 14039 Identify Theft Affidavit.