Financial Aid Office
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Carrollton, Georgia 30118-4600

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Instructions for Requesting Tax Documents from IRS

IRS Data Retrieval Tool

1. Log-in to your FAFSA at www.fafsa.gov
2. Select "Make Corrections"
3. Click on the "Financial" tab
4. Select that you (or your parents) have "Already Completed" taxes
5. If you are able to use the IRS DRT, you will be able to view and click the "Link to the IRS"
6. Log-in again using your FSA ID
7. Once in the IRS site, complete by entering all information *exactly* as it appears on your tax return
8. Click "Submit"
9. Check the box next to "Transfer my Tax Information"
10. Click "Transfer Now"
    a. You will know that your tax information has been successfully transferred because you will see "Transferred from the IRS" in place of the IRS information on the FAFSA.
11. Go to the end of your FAFSA and sign with your FSA ID
12. Click "Submit"

IRS Tax Return Transcript

1. Go online to www.irs.gov
2. Select "Get Your Tax Record"
3. Select "Get Transcript Online" to request a PDF copy of your 2016 Tax Return Transcript
    a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Tax Return Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Tax Return Transcript

Wage and Income Transcript

1. Go online to www.irs.gov
2. Under the "Tools" selection, select "Get a tax transcript"
3. Select "Get Transcript Online" to request a PDF copy of your Wage and Income Transcript
    a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Wage and Income Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Wage and Income Transcript

Verification of Non-Filing Letter

1. Go online to www.irs.gov
2. Under the "Tools" selection, select "Get a tax transcript"
3. Select "Get Transcript Online" to request a PDF copy of your Verification of Non-Filing Letter
    a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail" to have your Verification of Non-Filing Letter mailed to you. Please note this option takes 5-10 business days to be mailed.
    b. If you are unable to use the "Get Transcript Online" and "Get Transcript by Mail", you will need to complete and submit an IRS Form 4506-T (https://www.irs.gov/pub/irs-pdf/f4506t.pdf) to the IRS. **Please check box 7 to request a Verification of Non-Filing Letter.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Verification of Non-Filing Letter