

INFORMATIONAL PURPOSES ONLY – DO NOT SUBMIT THIS PAGE

Instructions for Requesting Tax Documents from IRS

IRS Data Retrieval Tool

OPTION CURRENTLY UNAVAILABLE

- ~~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. Click the “View Options to Link to the IRS”~~
- ~~6. Click “Link to IRS”~~
- ~~7. Select “OK” at the prompts~~
- ~~8. Complete by entering all information *exactly* as it appears on your tax return~~
- ~~9. Click “Submit”~~
- ~~10. Review the information for accuracy, then check the box next to “Transfer my Tax Information”~~
- ~~11. Click “Transfer Now”~~
- ~~12. Go to the end of your FAFSA and sign with your FSA ID~~
- ~~13. Click “Submit”~~

IRS Tax Return 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 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.
6. If you experience issues, you can call the IRS at 1-800-829-1040.

Wage and Income Transcript

Update 04/24/2017: This document is no longer required. You may submit a copy of ALL 2015 W2s to satisfy this requirement.

Verification of Non-Filing Letter

Update 04/24/2017: This document is no longer being required by the Department of Education. You may submit a signed statement verifying that you did not file taxes and were not required to file taxes for 2015 to satisfy this requirement. You may provide this on the following form: <https://www.westga.edu/student-services/financialaid/assets-financialaid/docs/1718FA-Statement.pdf>