

Instructions for Providing Tax Documentation

Link to IRS using the IRS Data Retrieval Tool on the FAFSA:

1. Go to www.FAFSA.gov
2. Log in to your 2017-18 FAFSA
3. Select "Make FAFSA Corrections"
4. Navigate to the Financial Information section (for both the student and parent, if applicable)
5. Answer a few questions and then click "Link to IRS" to transfer 2015 IRS income tax information into your FAFSA.
6. After you have successfully transferred your tax documentation using the IRS Data Retrieval Tool, you will be returned to your FAFSA.
7. You must re-sign the FAFSA and submit the updated information.

Note: You will be unable to use the IRS Data Retrieval option if:

- Your marital status changed after December 31, 2015
- You filed your tax return as "married filing separately" and indicated a status of "married/re-married" when completing the FAFSA
- You filed an amended tax return
- You filed a foreign tax return

Please Note: If you are providing a copy of a 2015 Federal Tax Return it must be **signed**. If you filed an amended return in 2015 you will need to submit a copy of your **signed** 1040X along with a **signed** copy of your originally filed 2015 Federal Tax Return or a 2015 IRS Tax Return Transcript.

Contact the IRS directly for the below items (if needed):

- **2015 IRS Tax Return Transcript**
- **2015 Wage and Income Transcript**

Choose **one** of the following options:

- Go to <http://www.irs.gov/transcript>.
 - Click "Get Transcript ONLINE" to register, then print or download your transcript immediately.
 - Click "Get Transcript by MAIL" to receive your transcript in 5 to 10 calendar days.
- Call 1-800-908-9946 to order a transcript be mailed to you.
- Submit a Form 4506-T, Request for Transcript of Tax Return via fax or mail to order a transcript be mailed to you.
- You may be able to go directly to your local IRS office for an in-person request. To find a listing of IRS offices in your area, go to: <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>

Send all documents to:

Enrollment Service Center
414 E Clark St SL30
Vermillion SD 57069
Fax #: 605-677-6828
Email: ESCFinAid@usd.edu