

TAX FILER GUIDE: Providing your Tax Information for your FAFSA verification

Update your FAFSA using the IRS Data Retrieval Tool (RECOMMENDED)

OR

Submit your Tax Return Transcript or signed Tax Form 1040/1040-A/1040-EZ directly to the Financial Aid Office

IRS Data Retrieval Tool Steps

1. Visit www.fafsa.gov and log in with your student information and FSA ID
2. Select the "Make FAFSA Corrections" option to make a correction to the appropriate FAFSA. If you have multiple applications and are unsure which one to correct, please refer to your [Financial Aid Portal](#) or contact the Financial Aid Office.
3. Select "Financial Information" on the application toolbar at the top
4. Answer the questions about you and/or your parent(s) tax filing statuses
5. Click "Link to IRS"
6. Enter the requested information on the IRS website
7. Check "Transfer My Tax Information into the FAFSA" and then click the "Transfer Now" button
8. Electronically sign the new corrected FAFSA
9. Submit your updated FAFSA
10. Notify NSC Fin Aid Office a few days later

Need Help?

Call the Federal Student Aid Information Center at **1-800-4-FED-AID** for IRS Data Retrieval tool questions.

Please submit either your Tax Return Transcript or SIGNED Tax Form 1040/1040-A/1040-EZ to the Financial Aid Office

Request your Tax Return Transcript from the IRS

1. Go to www.irs.gov
2. Click **Get Your Tax Record**
3. Choose to **Request Online** or **Request by Mail**
4. Select Transcript Type: **Return Transcript**
5. Select Tax Year: **Choose the correct tax year found in the Financial Information section of your FAFSA.**

NOTE: If you are unsure which tax year to select, please contact the Financial Aid office.

Need help?

Call the IRS toll-free at **1-800-876-1715**, Mon-Fri 5:00am - 5:00pm PST.

OR

Call the IRS at **1-844-545-5640** to schedule an appointment at a **local** IRS office.

Request Online

What You Need

To register and use this service, you need:

- your SSN, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All transcript types are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

Request by Mail

What You Need

To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account transcript types delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)