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

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

OR

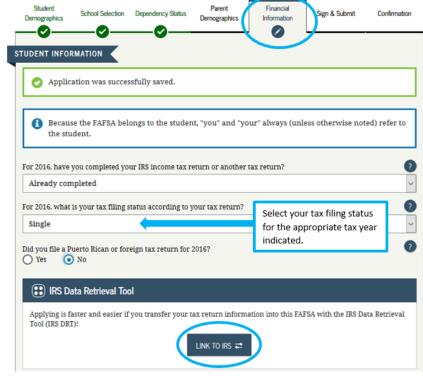
Submit your Tax Return Transcript or **signed** Tax Form 1040/1040-A/1040-EZ directly to the Financial Aid Office

IRS Data Retrieval Tool Steps

- 1. Visit <u>www.fafsa.gov</u> 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 <u>Financial Aid Portal</u> 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.

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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

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