

# IRS Documentation and Data Retrieval Tool

## Tax Filers:

Your file has been chosen for verification, and we have to verify the tax information you submitted on the FAFSA. The best way to handle this is listed below:

### IRS Data Retrieval Tool Instructions for Parents or Students

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Click on Start Here
- Enter student information and PIN number as requested
- Select Make Correction to FAFSA
- Click on Financial Information tab
- Change drop down box from Will File to Already Completed
- Enter Parent PIN and click on Link to IRS
- The next screen will inform you that you are leaving FAFSA on the Web. Click OK to continue.
- The IRS.gov screen will appear next. Enter information requested and click on Submit.
- Once the IRS has validated your identification, your **2017** Federal Income Tax information will appear on the screen.
- Click on box under Transfer My Tax Information into the FAFSA. Then click on Transfer Now button.
- Follow instructions to return to FAFSA on the Web to complete FAFSA



**\*\*Remember to electronically sign and submit again!**

### Online Instructions:

- Go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)

Get Transcript Online

Get Transcript by Mail

- Choose  or 
- Follow online instructions to request a copy of your **2017** Tax Return Transcript by mail.
- Transcripts arrive in 5 to 10 calendar days.

### Telephone Request Instructions:

- Call the IRS at **1-800-908-9946**
- Tax filers must follow prompts to enter information.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2017".
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.

### Online Instructions:

- Go to [www.irs.gov/transcript](http://www.irs.gov/transcript) and click *Get Transcript ONLINE* or *Get Transcript by Mail*.
  - Follow online instructions to request a copy of your **2017** Tax Return Transcript.

**\*\*\*Once received, please mail IRS Tax Return Transcript to: South Arkansas Community College, Attn: Financial Aid, P.O. Box 7010, El Dorado, AR 71731.**

## Nontax Filers:

All INDEPENDENT nontax-filers must provide proof of nonfiling.

- If a student filed the FAFSA as independent (not using parent information) and didn't file taxes in 2016, they will have to turn in proof of nonfiling as detailed below.
- If a student who filed the FAFSA as a dependent (using parent information), and their parent didn't file tax information, the students parent(s) will have to turn in proof of nonfiling as detailed below.

Nonfilers must provide a confirmation of nonfiling dated on or after October 1, 2018. A confirmation of nonfiling can be obtained from the IRS using Form 4506-T and checking box 7. Form 4506-T can be found at [www.irs.gov](http://www.irs.gov) under Forms and Pubs or you can find it on SouthArk's Financial Aid website under 2019-2020 forms.

# Verification of **2017** Income for Individuals with Unusual Circumstances

## **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year **2017** must provide:

- A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed) for the **2017** tax year; **and**
- A signed copy of the **2017** IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with IRS.
- If line 15 on the 1040X has Form 8962 checked, also attach Form 8962 with the Amended Tax Return.

## **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

A victim of IRS identity theft who has been unable to obtain a **2017 IRS Tax Return Transcript** must provide a signed copy of the **2017** paper IRS income tax return that was filed with IRS and a signed copy of the IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related theft. The Statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identity theft.

## **Individuals Who Filed Non-IRS Income Tax Returns**

If an individual filed or will file income tax with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that tax return(s).