

## Instructions for Providing Tax Documentation

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

1. Go to [www.FAFSA.gov](http://www.FAFSA.gov)
2. Log in to your 2018-19 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 2016 IRS income tax information into your FAFSA.
6. Successfully transferring your tax information using the IRS Data Retrieval Tool returns you to your FAFSA.
7. You must re-sign the FAFSA and submit the updated information.

**Please Note:** If you filed an amended return in 2016, you will also need to submit a **signed** copy of your IRS Form 1040X.

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### If you are unable to use the Link to IRS

Some students and parents may be unable to use the IRS Data Retrieval Tool. Examples of these situations include: (1) Your marital status changed after December 31, 2016, (2) You filed your tax return as "married filing separately" and indicated a status of "married/re-married" when completing the FAFSA, and (3) You filed a foreign tax return.

If you are unable to use the IRS Data Retrieval Tool, you can contact the IRS directly for the below items (if needed):

- 2016 IRS Tax Return Transcript
  - If you filed an amended return in 2016 you will also need to submit a **signed** copy of your IRS Form 1040X.
- 2016 Wage and Income Transcript
- 2016 IRS Verification of Non-filing Letter (dated 10/1/17 or after)

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 to the IRS 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. You may have to call to make an appointment to obtain a transcript in person. 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](mailto:ESCFinAid@usd.edu)