

CONFIRMING 2021 INCOME FOR INCOME TAX FILERS

When the FAFSA processor selects a student's FAFSA for verification, the college is obligated to check certain information about the household and family income before finalizing the student's financial aid. See options 1, 2, and 3 below for acceptable methods of verifying income for tax filers. See Option 4 for documentation required when an amended tax return is filed.

OPTION 1 – IRS DATA RETRIEVAL (Recommended)

The best way to verify income is by using the IRS Data Retrieval Tool on the web. This will overwrite income figures that had been manually typed into the FAFSA.

- Go to *FAFSA.gov* and log in to the student's FAFSA.
- Select "Make FAFSA Corrections."
- Navigate to the section for the financial information.
- Select "Already completed" from drop down for tax return completion status.
- Follow the instructions to "Link to the IRS."
- Enter address information when prompted and submit. (Must be exactly as is shown on tax return)
- Check option to accept terms and select "Transfer Now."

When this process is completed successfully, you will be returned to the FAFSA website. Line items transferred from IRS data retrieval will show "**Transferred from the IRS**".

After transferring the tax information, be sure to continue clicking "next" until student/parent can electronically sign and submit the correction. The UE Office of Student Financial Services will then receive a corrected version of the student's FAFSA confirming that the IRS Data Retrieval Tool was used successfully.

OPTION 2 – OBTAIN A TAX RETURN TRANSCRIPT FROM THE IRS

To obtain an IRS tax return transcript, go to *IRS.gov* and click on the "Get Your Tax Record" link or call 1-800- 908-9946. You can choose to "Get Transcript Online" or "Get Transcript by Mail." The first option allows you to immediately print or save a pdf version of your transcript, which you can either mail or fax to our office. Make sure to request the "**IRS tax return transcript**" and not the "IRS tax account transcript." You will need your social security number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2021 IRS tax return was filed). If parents are married but filed separate 2021 tax returns, 2021 IRS tax return transcripts must be submitted for each parent.

OPTION 3 – SIGNED TAX RETURN

If the IRS Data Retrieval Tool is unavailable, you may submit a **signed** copy of your 2021 tax return (1040 or 1040-SR) and all applicable schedules. If this is the selected method, please send via our secure fax line or by mail for security of data.

OPTION 4 – INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN

An amended tax return is where a correction was made to your taxes **after having filed them**.

If an individual filed an amended IRS income tax return for tax year 2021, provide/complete the following:

A signed copy of the 2021 IRS Form 1040X, "Amended US Individual Income Tax Return," that was filed with the IRS **and one of the following**:

- Use the IRS Data Retrieval tool within the FAFSA, or
- A 2021 IRS tax return transcript, or
- A signed copy of 2021 federal tax return and all applicable schedules.

CONFIRMING 2021 INCOME FOR NON-FILERS

Provide all W-2s issued by employers for wages earned in 2021.

If W-2s are not able to be obtained by employer(s), you may request a wage and income transcript from the IRS, which is their version of your W-2. This may be requested by selecting option 8 on Form 4506-T.

Provide IRS Verification of Non-Filing Letter (Parents and Independent Students):

For **independent students** and **parents** who have not and are not required to file a 2021 income tax return, an IRS Verification of Non-Filing Letter for the 2021 tax year is required. You may obtain this by completing the **IRS Form 4506-T Request for Transcript of Tax Return** and selecting option 7, "Verification of Non-filing". This form is available through Financial Aid Self-Service and must be mailed or faxed to the IRS and cannot be submitted online. Print and mail to the appropriate address or fax to regional location listed on the form.

VICTIMS OF IDENTITY THEFT

Contact the Office of Student Financial Services for instructions on providing tax data.