Federal financial aid regulations require the Office of Student Financial Aid to collect documentation of the accuracy of the information provided on the FAFSA. If you are selected for verification of your 2014 tax information, you may use the IRS Data Retrieval Tool or submit an IRS Tax Transcript.

### Use the IRS Data Retrieval Tool

The IRS Data Retrieval tool will upload tax data to the FAFSA. This tool can be used one to two weeks after electronically filing a tax return and six to eight weeks after filing a paper tax return.

1. Login at [fafsa.ed.gov](http://fafsa.ed.gov) to “Make FAFSA Corrections”
2. On the FAFSA, in the Financial Information section, click “Link to IRS”
3. On the IRS website, fill out the form and click on “Transfer my tax information into the FAFSA”

### Submit an IRS Tax Return Transcript

A 2014 IRS Tax Return Transcript may be obtained through any of the following ways.

- **Online Request** - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

If you filed an amended tax return, submit ALL of the following:

1. An IRS Tax Return Transcript, a Record of Account Transcript, or a Return Transcript for Taxpayer (RTFTP): **AND**
2. A signed copy of the 2014 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

If you were a victim of identity theft and cannot obtain a tax transcript, submit BOTH of the following:

1. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS. (Contact the IRS at 1-800-908-4490.); **AND**
2. A statement signed and dated by the tax filers indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

If you filed a Non-IRS or foreign tax return:

- Submit a signed, dated copy of the form, with your WSU Student ID number at the top. The form must be translated into English, **OR**
- Submit a statement of income, if you earned income in a country that does not require you to file tax returns.

If you were granted a filing extension, submit ALL of the following:

1. A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2014; a copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2014; **AND**
2. A copy of W-2 for each source of employment income received for tax year 2014 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2014.

**Remember to review your document requirements and financial aid status in Academica, under “My Requirements”**