2016-17 Verification of 2015 Tax Information

If the federal processor, the U.S. Department of Education, selects your FAFSA for income verification, you must provide the Office of Student Financial Aid with documentation of the accuracy of the information reported on the FAFSA. For federal income tax return filers, the documentation includes tax return data. You may be eligible to use the IRS Data Retrieval Tool to transfer the tax return data to your FAFSA, or you can request a Tax Transcript from the IRS and submit it to the financial aid office.

**Use the IRS Data Retrieval Tool**

If you did not use the IRS Data Retrieval Tool when you filed your FAFSA, you may still do so. In most cases, the tool is available within 2-3 weeks after the return had been accepted by the IRS.

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, complete form and click on “Transfer my tax information into the FAFSA”

**Submit an IRS Tax Return Transcript**

A 2015 IRS Tax Return Transcript may be obtained via:

- **Online Request** - Go to [www.irs.gov](http://www.irs.gov). Under the Tools heading on the IRS homepage, click "Get Tax Transcript." Click “Get Transcript by MAIL.” CAUTION: 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

In most cases, for electronic tax return filers, 2015 income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS tax returns, the 2015 IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper IRS tax return has been received by the IRS.

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

1. A signed copy of the original 2015 IRS income tax return that was filed with the IRS; **AND**
2. An IRS Tax Return Transcript, a Record of Account Transcript, or a Return Transcript for Taxpayer (RTFTP); **AND**
3. A signed copy of the 2015 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:**

- 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 2015; 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 2015; and a copy of W–2 for each source of employment income received for tax year 2015 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 2015

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