

## WHEN A TAX TRANSCRIPT IS REQUIRED

The Government does not allow us to use your tax returns for verification purposes. We must use the information that the IRS has on file.

The fastest way to accomplish this would be to correct the student's FAFSA via [www.fafsa.gov](http://www.fafsa.gov) and use the IRS Tax Retrieval Tool for both the parent and student tax information (if applicable). Please note, that when using the tool, the IRS has you provide the address on the tax return, this information must match exactly or the tax information cannot be retrieved.

If you are unable to use the IRS Data Retrieval Tool with the FAFSA correction, then you must request a tax transcript from the IRS.

Tax filers can request a transcript, free of charge, of their 2013 tax return from the IRS on the IRS Web site at [www.irs.gov](http://www.irs.gov) (be sure to request the tax return transcript, not the account transcript). You will be able to print a copy at that time or request a paper IRS Tax Return Transcript be sent to you in approx 5 -10 days. Please forward this copy to our office.

If you have ordered an IRS Tax Return Transcript and have not received the transcript in the time you expected you can contact the IRS Taxpayer Advocate Service for assistance. The nationwide toll-free number for the IRS Taxpayer Advocate Service is 877.777.4778.