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Verification of 2012 IRS Income Tax Return Information for Tax Filers

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval, if that information was not changed.

In most cases, **electronic** filers can use the IRS DRT **2 to 3 weeks** after the 2012 electronic IRS income tax return has been accepted by the IRS. Those who file a **paper** 2012 IRS income tax return can use the IRS DRT **8 to 11 weeks** after it has been received by the IRS.

If the filer cannot use the IRS Data Retrieval Tool, there are three options to obtain an IRS Tax Return Transcript. The same time of availability for IRS DTL also applies when ordering an IRS Tax Return Transcript.

Order an IRS Tax Return Transcript online	<ul style="list-style-type: none">• Go to www.irs.gov• Click on "Order a Return or Account Transcript"• Under Option 3, click "Order a Transcript"• Use the Social Security Number and date of birth of the first person listed on the 2012 IRS Income Tax Return, if married, and the address currently on file with the IRS (in most cases, it will be the address used on the tax return).• Select "Return Transcript" for 2012
Order an IRS Tax Return Transcript by telephone	<ul style="list-style-type: none">• Call 1-800-908-9946• You will be prompted to enter the filer's social security number and numbers in the street address on file with the IRS.• Select "Option 2" to request an IRS Tax Return Transcript and then enter "2012".
Order an IRS Tax Return Transcript through the mail	<ul style="list-style-type: none">• Download Form 4506T-EZ at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf• Complete lines 1-5 as necessary, using the filer's name, social security number and current address.• Enter "2012" on line 6.• The filer must sign and date the form and enter their telephone number.• Mail or fax the completed form to the appropriate address provided on page 2 of the document.

Tax Filers can expect to receive the IRS Tax Return Transcript within 5 to 10 days from the time the request was processed.

Please see Page 2 for Individuals with Unusual Circumstances

If the tax filer...	Please Provide These Documents
Was Granted a Filing Extension by the IRS	<ul style="list-style-type: none"> • A copy if the 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 2012 • Copies of all 2012 IRS W-2 Forms issued to the filer(s) by their employer(s) • If self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2012
Filed an Amended IRS Income Tax Return	<ul style="list-style-type: none"> • A signed copy of the original 2012 IRS Income Tax Return that was filed with the IRS -OR- a 2012 IRS Tax Return Transcript • A signed copy of the 2012 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS
Was a Victim of IRS Identity Theft	<ul style="list-style-type: none"> • A signed copy of the 2012 paper IRS Income Tax Return that was filed with the IRS • A signed copy of the IRS Form 14039, "Identity Theft Affidavit," if one was submitted to the IRS. If not one of the following needs to be submitted <ul style="list-style-type: none"> ○ A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form. ○ A copy of a police report if it was filed related to the IRS identity theft.
Filed Non-IRS Income Tax Return	<ul style="list-style-type: none"> • If an individual filed or will file a 2012 income tax return with Puerto Rico, another U.S. territory (i.e. Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2012 income tax return(s).
Is Married and Filed Separately	<ul style="list-style-type: none"> • A copy of the filer's 2012 Income Tax Return Transcript • A copy of the filers spouse's 2012 Income Tax Return Transcript