



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 2014 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 2014 electronic IRS income tax return has been accepted by the IRS. Those who file a **paper** 2014 IRS income tax return can use the IRS DRT **8 to 11 weeks** after it has been received by the IRS.

If the student 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.

<p>Order an IRS Tax Return Transcript online</p>	<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 student’s Social Security Number and date of birth of the first person listed on the 2014 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 2014
<p>Order an IRS Tax Return Transcript on IRS2Go Smartphone App</p>	<ul style="list-style-type: none"> • Available to download on Android and iOS devices • Select “Get My Tax Record” on the main page • Use the Social Security Number and date of birth of the first person listed on the 2014 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 2014
<p>Order an IRS Tax Return Transcript by telephone</p>	<ul style="list-style-type: none"> • Call 1-800-908-9946 • You will be prompted to enter the student’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 “2014”.
<p>Order an IRS Tax Return Transcript through the mail</p>	<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 student’s name, social security number and current address. • Enter “2014” on line 6. • The student 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.

If the tax filer...	Please Provide These Documents
<p>Was Granted a Filing Extension by the IRS</p>	<ul style="list-style-type: none"> • A copy of 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 2014 <ul style="list-style-type: none"> ○ 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 • Copies of all 2014 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 2014
<p>Filed an Amended IRS Income Tax Return</p>	<ul style="list-style-type: none"> • A 2014 IRS Tax Return Transcript • A signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS
<p>Was a Victim of IRS Identity Theft</p>	<ul style="list-style-type: none"> • A victim of IRS identity theft who is not able to obtain a 2014 IRS Tax Return Transcript or use the IRS Data Retrieval must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2014 IRS Income Tax Return information. • Statement, signed and dated, by the tax filer indicating that they were a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.
<p>Filed A Tax Return in a U.S. Territory or Commonwealth</p>	<ul style="list-style-type: none"> • If an individual filed or will file a 2014 income tax return with Puerto Rico, another U.S. territory (i.e. Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands) provide a signed copy of that 2014 income tax return(s). • Signed copies of the individual's wage and tax statement for each employer AND a signed statement that lists all income and taxes for the tax year if the individual filed a tax return with The Republic of the Marshall Islands, The Republic of Palau or The Federated States of Micronesia (the Freely Associated States).
<p>Filed a Foreign Tax Return</p>	<ul style="list-style-type: none"> • A signed copy of the foreign tax returns or other information listing similar income and tax information, converted to U.S. dollars • A signed statement certifying income and taxes paid, if the individual is not required to file taxes under that nation's process
<p>Is Married and Filed Separately</p>	<ul style="list-style-type: none"> • A copy of the filer's 2014 Income Tax Return Transcript • A copy of the filers spouse's 2014 Income Tax Return Transcript