



Tax Information Sheet:

2019-20 Verification Requirement

Per Federal Regulations tax documents are required, view below to see what documents you and your parents are required to provide.

Student or Parent filed 2017 Taxes	A IRS Data Retrieval Tool DRT (FAFSA.ED.GOV)	B IRS Tax <u>Return</u> Transcripts	C Copy of 1040 SIGNED and DATED
Student or Parent <u>DID NOT</u> file 2017 Taxes	D Verification of Nonfiling *If you are having trouble receiving this please contact Financial Aid*		
Student or Parent had 2017 Tax Identity Theft/Amendment/Other	Unusual Filing Circumstance		

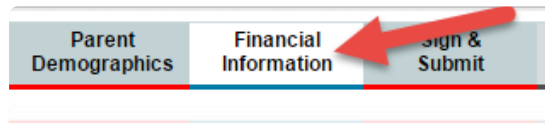
A

Data Retrieval Tool (DRT)

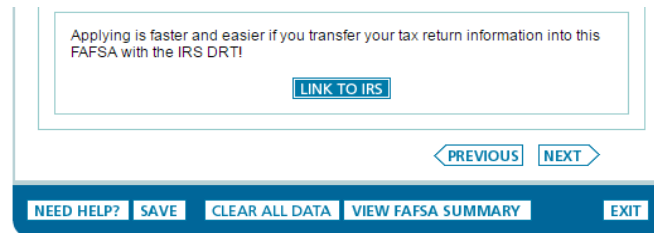
This option is available on the FAFSA! Go back to fafsa.ed.gov and log onto your FAFSA to link your Taxes!

***Be sure you have YOUR FSA ID and PARENT'S FSA ID!**

- Once logged in, you will want to click: Make FAFSA Corrections
- Click on the Financial Information Tab at the top.



- Then Link your Taxes!
*Be sure to pay attention to which taxes you are linking!
(Parental Financial Information will be asked before the Students Financial Information.)*



- Lastly, sign and submit the FAFSA!

1. **Online:** <http://www.irs.gov/Individuals/Get-Transcript>

Get Transcript Online via PDF:

SSN, Email, Phone #, and Account # from personal account.

Mail:

SSN, DOB, and Mailing Address. (5-10 days).

B

2017 IRS Tax Return Transcripts!

If you are selected for verification for your FAFSA and are unable to use the IRS DRT, you must submit the 2017 IRS TAX RETURN TRANSCRIPT.

You have 3 options!

2. **Phone**

Call 1-800-908-9946 *REQUEST TAX **RETURN** TRANSCRIPT*

3. **File Form 4506-T**

- Form is available at WWW.IRS.Gov.
- Be sure to fill out entire form and Mail or Fax. (Instructions on Form)

4. **File Form 4506-T**

- Form is available at WWW.IRS.Gov.
- Be sure to fill out entire form and Mail or Fax. (Instructions on Form)

C

Copy of 2017 1040 Form If you are having issues with A and B, then you can provide our office a copy of your 2017 1040.

- Page 1 and page 2 ONLY
- Page 2: MUST BE SIGNED AND DATED

Sign Here Joint return? See instructions. Keep a copy for your records.	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than self) is based on all information of which preparer has any knowledge.		
	Your signature	Date	Your occupation
	Spouse's signature. If a joint return, both must sign.	Date	Spouse's occupation
			If the IRS sent you an Identity Protection PIN, enter it here (see inst.)
			If the IRS sent you an Identity Protection PIN, enter it here (see inst.)

D

Verification of Nonfiling

Please contact our office to find out what is needed if you have an unusual filing circumstance, such as:

1. Filed an Amended IRS Income Tax Return
2. Granted Filing Extension by the IRS
3. Victim of IRS Identity Theft
- Filed a non-IRS income Tax Return

Unusual Filing Circumstance

Please contact our office to find out what is needed if you have an unusual filing circumstance, such as:

4. Filed an Amended IRS Income Tax Return
5. Granted Filing Extension by the IRS
6. Victim of IRS Identity Theft
7. Filed a non-IRS income Tax Return

→ **UPLOAD YOUR DOCUMENTS TO ALMA COLLEGE:** alma.edu/fadocupload



IMPORTANT DOCUMENT NOTE: If you are applying for aid at other schools, please make a copy of your tax transcript for your records before you submit it to a school.

Not sure if you are required to file taxes? Visit <http://www.irs.gov/uac/Do-I-Need-to-File-a-Tax-Return>