

IRS TAX RETURN TRANSCRIPT

To verify information on the FAFSA, the PSU Financial Aid Team is requesting official IRS tax information for either you, your parent or both. Official documentation may be:

- 1) a copy of an official IRS Tax Transcript, OR
- 2) use of the IRS Data Retrieval Tool on the FAFSA, OR
- 3) Verification of Non-Filing letter from the IRS.

The information we need is different than a copy of your tax return. The tax transcript is official IRS confirmation of what was included on your tax return. If you have not already used the IRS Data Retrieval Tool (DRT) to enter 2015 tax information into the FAFSA, the requirement can be satisfied by amending the FAFSA and using the online DRT or by requesting a Federal Tax Return Transcript from the IRS.

If you were not required to file 2015 taxes, please use either *OPTION 2 - IRS Tax Return Transcript Request via IRS website* or *OPTION 4 - IRS Tax Return Transcript Request by MAILING IRS FORM 4506-T* to request a **Verification on Non-Filing letter** from the IRS. If the IRS does not have a previous record regarding your SSN or address, Option 4 may be the only way to obtain the required documentation.

If a tax extension was requested and you have not yet filed your 2015 taxes, PSU must collect a current copy of your IRS Form 4868 and documentation of income, such as W2's or a signed statement self-certifying adjusted gross income and taxes paid for self-employed tax-filers. Please contact us at 877-846-5755 or at finaid@plymouth.edu for additional assistance.

If an amended 2015 tax return was filed with the IRS, please submit both a signed copy of the 1040X Amended Tax Return and a copy of your official IRS Tax Return Transcript.

W2 transcripts may only be obtained through use of the mailed 4506-T form.

Please call the National Tax Payers Advocate Office to assist you if you are unable to get assistance through the IRS website or the IRS toll free number. Their office can be reached at 877-777-4778.

PSU requires all students/families to complete Verification four weeks prior to the end of the term for which aid is requested (April 2018 for students applying for aid during the 2017-2018 academic year.)

Option 1: IRS Data Retrieval Tool within the FAFSA

1. Go to the **Financial Section of the FAFSA**. Under Financial Information for either parent and/or student for 2015 IRS Tax Return, select “already completed” and then choose correct tax filing status.
2. **Not everyone will be eligible to use the IRS Data Retrieval Tool**. If you are Married-Filed Separate Returns, filed a 1040X Amended Tax Return, or filed a Puerto Rican or foreign tax return for 2015, you will not be able to use the DRT. If you are not eligible, you must submit a paper copy of the IRS Tax Return Transcript (see options on pages 3-4.)
3. If none of the exceptions listed above apply, you should be presented with the option to use the DRT. Click on the blue **Link to IRS** button. Parents will be required to indicate if they are listed as Parent 1 or Parent 2 on the FAFSA and to enter the FSA ID and password.
4. Click blue **Proceed to IRS Site** button. You will then be redirected to the IRS website for completion of the DRT.
5. When typing in your address on irs.gov, please be sure that it is the **exact address on your return**. “Street” vs “St.” could make a difference in whether the IRS can locate your information. When completed, click **Submit**.
6. The DRT will now show you all the information to be transferred to the FAFSA. Check the box on the left directly below “**Transfer My Tax Information into the FAFSA**” and then click the “**TRANSFER NOW**” button on the right.
7. After successfully linking your IRS data to the FAFSA, you will be returned to the FAFSA form. If parents are “Married-Filing Jointly,” you must update income earned by Parent 1 and income earned by Parent 2. **DO NOT MAKE ANY OTHER CHANGES** to the financial data on the FAFSA. This will make the DRT invalid.
8. Changes to the FAFSA are not sent to PSU until you continue to the “**Sign & Submit**” section of the FAFSA. Complete all of the fields required and press “Submit my FAFSA Now.”
9. The Department of Education will send PSU confirmation of an IRS DRT Match and the tax transcript requirement will be satisfied on the student’s account.
10. Note: PSU only receives FAFSA updates once a week. Please allow at least one week for us to receive the data and update the student’s account.

Option 2: IRS Tax Return Transcript Request via IRS website

- On the IRS website (www.irs.gov) click on “**Get a Tax Transcript**” under the Tools heading or go directly to <http://www.irs.gov/Individuals/Get-Transcript> . There will be two options to use: **Get Transcript ONLINE** and **Get Transcript by MAIL**.

Get Transcript by MAIL

- Click on the blue “Get Transcript by MAIL” button to the right.
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Please note: *If “married, filing jointly” then the person requesting the transcript must be the partner listed first on the tax return.*
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript.” In the **Tax Year** field, select “2015.”
- Tax filers can expect to receive a paper IRS Tax Return Transcript or Verification of Non-Filing at the address included in their online request within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

Get Transcript ONLINE

Please note: To use this option, you need EACH of the following. If you are missing one of more of these requirements, you will not be able to obtain your information online and will need to have the IRS mail the transcript to you or use another one of the options presented on this instruction sheet.

- Your social security number and date of birth
 - Tax filing status and mailing address from latest tax return
 - Access to your email account
 - A personal credit card **or** account number from an auto loan **or** mortgage or home equity loan **or** home equity line of credit
 - A mobile phone with your name on the account.
- Click on Blue “Get Transcript ONLINE” button to the left.
 - Choose “Get Started” or “Log In” depending on if you have set up an account before.
 - Proceed through requirement screens and then enter Name and Email as requested.
 - The IRS will send an email to the account listed with an eight digit security code. Enter this code in the box (with hyphen) and click enter.
 - Update your personal information as requested and click “Continue.” Follow directions as indicated.
 - PDF copies may be emailed directly to finaid@plymouth.edu. Printed copies can be faxed to 603-535-2627 or mailed to our office.

Option 3: IRS Tax Return Transcript Request by PHONE

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select “**Option 2**” to request an IRS Tax **Return Transcript** and then enter “**2015**”.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Option 4: IRS Tax Return Transcript Request by MAILING IRS FORM 4506-T

- IRS Form 4506-T is a paper form used to request a Federal IRS Tax Return Transcript.
- Download at [IRS.gov](https://www.irs.gov). This request should be **FREE**.
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4.
- Line 5 – leave blank.
- For a Tax Return Transcript, enter “2015” on Line 6 and check box next to Line 6a.
- For Verification of Non-filing, check the box next to Line 7.
- For W2 Transcripts, check the box next to Line 8.
- The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T to the appropriate address or fax number provided on Form 4506T.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.
- It is *not* recommended that the tax filer request the IRS send the transcript directly to the school on Form 4506-T. If information is missing or incomplete, we may not be able to match the document to the correct student and this could cause significant delays in processing the student’s aid.