

### **How to Get 2016 Tax Information for Federal Verification Purposes**

*Please choose **one** of the following options to provide tax information to the Office of Financial Aid.*

#### **OPTION 1 (PREFERRED): IRS Data Retrieval Tool on the FAFSA**

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Log in to the student's FAFSA record for the 2018-19 year.
- Select "**Make FAFSA Corrections**"
- Navigate to the **Financial Information** section of the form
- Follow the instructions to determine if the student and/or parent are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. The parent will be prompted to sign in with their unique FSA ID to transfer parent tax information.
- Do not make any changes to the information that has been transferred.
- Do not forget to click the "Sign" button for both parent and student.
- **Submit** your corrected FAFSA for processing. You will receive a confirmation number when this has been completed. (Do not choose the option to *save* your corrections without submitting the application. Marian University will not receive your updates unless FAFSA corrections/updates have been submitted for processing).

*(Note: Those who filed Married Filing Separately for 2016 will not be able to use this option.)*

#### **OPTION 2: Online Request for Print on Demand**

- Go to [www.irs.gov](http://www.irs.gov)
- Under the orange "Tools" menu, click "Get a Tax Transcript".
- Click the button "Get Transcript ONLINE"
- You will need to create an account.
- Follow instructions used to verify your identity.
- In the **Type of Transcript** field, select "**Return Transcript**" and in the **Tax Year** field, select "**2016**"
- Proceed to the completion of the request form.

#### **OPTION 3: Online Request for Delivery by Mail (5-10 business days for delivery):**

- Go to [www.irs.gov](http://www.irs.gov)
- Under the orange "Tools" menu, click "Get a Tax Transcript".
- Click the button "Get Transcript by MAIL"
- Enter the *primary* tax filer's information as requested. Use the address currently on file with the IRS.
- Click "**Continue**"
- In the **Type of Transcript** field, select "**Return Transcript**" and in the **Tax Year** field, select "**2016**"
- Proceed to the completion of the request form.

#### **OPTION 4: Phone Request for Delivery by Mail (5-10 business days for delivery):**

- Call 1-800-908-9946
- Follow prompts to enter the Social Security Number of the primary tax filer and the numbers in the street address that was used for filing your taxes.
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2016**"