

IRS Documentation and Data Retrieval Tool

Tax Filers:

Your file has been chosen for verification, and we have to verify the tax information you submitted on the FAFSA. The best way to handle this is listed below:

IRS Data Retrieval Tool Instructions for Parents or Students

- Go to www.fafsa.gov
- Click on Start Here
- Enter student information and PIN number as requested
- Select Make Correction to FAFSA
- Click on Financial Information tab
- Change drop down box from Will File to Already Completed
- Enter Parent PIN and click on Link to IRS
- The next screen will inform you that you are leaving FAFSA on the Web. Click OK to continue.
- The IRS.gov screen will appear next. Enter information requested and click on Submit.
- Once the IRS has validated your identification, your **2016** Federal Income Tax information will appear on the screen.
- Click on box under Transfer My Tax Information into the FAFSA. Then click on Transfer Now button.
- Follow instructions to return to FAFSA on the Web to complete FAFSA

****Remember to electronically sign and submit again!**

Online Instructions:

- Go to www.irs.gov/Individuals/Get-Transcript

Get Transcript Online

Get Transcript by Mail

- Choose  or 
- Follow online instructions to request a copy of your **2016** Tax Return Transcript by mail.
- Transcripts arrive in 5 to 10 calendar days.

Telephone Request Instructions:

- Call the IRS at **1-800-908-9946**
- Tax filers must follow prompts to enter information.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2016".
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.

Online Instructions:

- Go to www.irs.gov/transcript and click *Get Transcript ONLINE* **or** *Get Transcript by Mail*.
 - Follow online instructions to request a copy of your **2016** Tax Return Transcript.

****Once received, please mail IRS Tax Return Transcript to: South Arkansas Community College, Attn: Financial Aid, P.O. Box 7010, El Dorado, AR 71731.*

Nontax Filers:

All INDEPENDENT nontax-filers must provide proof of nonfiling.

- If a student filed the FAFSA as independent (not using parent information) and didn't file taxes in 2016, they will have to turn in proof of nonfiling as detailed below.
- If a student who filed the FAFSA as a dependent (using parent information), and their parent didn't file tax information, the students parent(s) will have to turn in proof of nonfiling as detailed below.

Nonfilers must provide a confirmation of nonfiling dated on or after October 1, 2017. A confirmation of nonfiling can be obtained from the IRS using Form 4506-T and checking box 7. Form 4506-T can be found at www.irs.gov under Forms and Pubs or you can find it on SouthArk's Financial Aid website under 2018-2019 forms.

Verification of **2016** Income for Individuals with Unusual Circumstances

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year **2016** must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed) for the **2016** tax year; **and**
- A signed copy of the **2016** IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with IRS.
- If line 15 on the 1040X has Form 8962 checked, also attach Form 8962 with the Amended Tax Return.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

A victim of IRS identity theft who has been unable to obtain a **2016 IRS Tax Return Transcript** must provide a signed copy of the **2016** paper IRS income tax return that was filed with IRS and a signed copy of the IRS Form 14039 “Identity Theft Affidavit” if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related theft. 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; or
- A copy of a police report if it was filed related to the IRS identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file income tax with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that tax return(s).