

**Instructions for completing IRS Data Retrieval Tool and ordering IRS documents**

**IRS Data Retrieval instructions**


Log in to your current FAFSA or start a new FAFSA at [fafsa.gov](http://fafsa.gov).  
 In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the DRT.  
 Click the "Link to IRS" button and log in to the IRS to retrieve your tax return information.  
 Review your tax return information, and see the tax data that will be transferred into your FAFSA.  
 Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.  
 Review your federal tax return information that has been transferred into the data fields on your FAFSA.

Both students and parents can use the IRS DRT. To learn more about the IRS DRT, visit [StudentAid.gov/irsdrt](http://StudentAid.gov/irsdrt).

**2017 IRS Tax Return Transcript Request Instructions**

<b>Get Transcript by MAIL</b> (5-10 calendar days) <i><b>preferred method</b></i>	<b>Get Transcript by Phone</b> (5-10 business days)	<b>Get Transcript Online</b> (Immediate access, but can be challenging)
Request Online: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> - SSN or ITIN Birthdate Mailing Address from your last tax return Request Return Transcript  <i>or</i> Paper Request Form 4506-T Download the form at <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a> Complete items 1a - 4 Check Line 6(a) Return Transcript Sign and date the form	Dial: 1-800-908-9946  SSN Street Address (number only) Select "Option 2" to request an IRS Tax Return Transcript for 2017.  The tax transcript will be mailed to the address reported on the tax return.	Visit: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>  First time users will need to register and provide the following  <i>Required information:</i> Full Name Email Birthdate SSN or ITIN Tax Filing Status Current Address Mobile Account/Phone
<i>Mailing address for Michigan residents only</i>  <b>IRS RAIVS Team</b> <b>Stop 37106</b> <b>Fresno, CA 93888</b>  *Other states please refer to the instruction sheet on the 4506-T form.		 <b>and</b> one of the following  Credit Card, or Mortgage or Home Equity Line of Credit, or Home Equity Line of Credit, or Auto Loan

**2017 Verification of Non-Filing Letter Request Instructions**

Download the 4506-T form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>  
 Complete items 1a - 4  
 Check line 7 (Verification of Non-Filing)  
 Input "12/31/2017" into line 9  
 Sign and date the form  
 Mail the completed form to   
 Receive letter in 5-10 calendar days

*Mailing Address for Michigan residents only*  
**IRS RAIVS TEAM**  
**Stop 37106**  
**Fresno, CA 93888**  
  
 \*Other states please refer to the instruction sheet on the 4506-T form.

**Special Note:** *If you attempted and have been unable to get a Verification of Non-Filing from the IRS, please contact our office for further instructions.*