FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

2020-2021 Student Federal Tax Return Transcript Request

Student's Name: _____SID:_____

Your 2019-2020 application for federal student aid has been selected for verification of 2018 tax information. Please submit all required documentation listed below. Failure to submit all required documents will result in a delay in the processing of your aid. If you were married on the date the FAFSA was filed, tax documents for both student and spouse are required.
The student's name and ID should be listed on all documents submitted.

TAX RETURN FILERS—*Important Note:*
If you (or your spouse, if married) filed, or will file, an amended 2018 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: ***Complete this section if you, the student, filed or will file a 2018 income tax return with the IRS.***

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to *FAFSA.gov*, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid counselor.

Check the box that applies:

- ☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
  The financial aid office will use the IRS information that was transferred in the verification process.

- ☐ I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA once I have filed my 2018 IRS tax return.
  See instructions above for information on how to use the IRS Data Retrieval Tool. The financial aid office cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.

- ☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2018 IRS tax return transcript(s)**—not photocopies of the income tax return.
  To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2018 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse.

- ☐ Check here if an IRS tax return transcript(s) is attached to this worksheet.

- ☐ Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the financial aid office.

_____ _____
Student's Signature **Date**