
HOW TO USE THE IRS DATA RETRIEVAL TOOL (IRS DRT)

The quickest and typically easiest way to confirm 2017 tax information is to make a correction to the FAFSA, using the IRS Data Retrieval Tool (IRS DRT). The IRS DRT transfers IRS information directly into the FAFSA. To use the IRS DRT, complete the follow steps:

- Go to www.fafsa.ed.gov and select the “Login” button
- Log in using your FSA ID
- Select “Make FAFSA Corrections” (about halfway down the page)
- Select the “Financial Information” tab from the top of the page
- Select either “Student” or “Parent” (you can do both in the same correction)
- Select the blue “LINK TO IRS” button
- Complete the questions on the IRS website and chose to transfer the tax information (once it is transferred, it won’t be visible to you – for your own privacy)
- Proceed to the “Sign and Submit” page; make sure to both save **and** resubmit the FAFSA.

HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT

If you are unable to transfer your/your parents’ tax information into your FAFSA and do not have a signed copy of the tax return, you will need to request tax return transcripts from the IRS. Tax transcripts are free and can be requested several ways. If none of these methods work for you, call the Student Financial Services Office at 585.567.9328.

1. Online Request – Instant Download or by Mail

- Go to www.irs.gov.
- Select “Get Your Tax Record.”
- Select “Get Transcript Online” or “Get Transcript by Mail.” “Transcript Online” will allow you to **instantly download** your tax return transcript.
- Enter requested information *exactly* as it was on your most recent tax return. Click “continue.”
- Select “**Return Transcript**” for 2017. (Please note that you may have to enter the primary tax payer’s information.)

2. Phone Request

- Call the IRS at 1-800-908-9946
- Select 1 (to continue in English)
- Enter social security number of tax payer; press 1 to confirm SSN (Please note that you may have to enter the primary tax payer’s information.)
- Enter street address number
- Select 2 (for transcript of tax return)
- Enter year (2017)
- Select 1 to confirm; select 1 again to reconfirm

With either method, you will receive the transcript in the mail in 5 – 10 business days. Please send it on to our office.

HOW TO REQUEST PROOF OF NON-FILING FROM THE IRS

Federal regulations require parents and independent students to submit proof that they didn't file an IRS Tax Return for 2017. If this is your situation, you have 2 options to request proof of non-filing from the IRS.

1. Online Request – Instant Download

- Go to www.irs.gov.
- Select "Get Your Tax Record."
- Select "Get Transcript Online" and either log in or set up an account to **instantly download** IRS Proof of Non-filing.

Submit the downloaded form to our office.

2. Paper Form Request – By Mail

- Complete the enclosed Form 4506-T. Fill in lines **1a, 1b, 2a, 2b, 3, & 6**, and **sign at the bottom of the page**.
- **Fax** or mail the form to the appropriate number or address, listed below:
 - If you live in AL, AK, AZ, AR, CA, CO, FL, HI, ID, KS, LA, MN, MS, MI, MT, NE, NV, NM, ND, OK, OR, SD, TX, UT, WA, or WY:
FAX: (855) 298-1145
MAIL: IRS, RAIVS TEAM, PO Box 9941, Mail Stop 6734, Ogden, UT, 84409
 - If you live in CT, DE, DC, GA, IL, IN, KY, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV, or WI:
FAX: (855) 800-8015
MAIL: IRS, RAIVS Team, PO Box 145500, Stop 2800 F, Cincinnati, OH, 45250

Proof of non-filing will be mailed directly to Houghton College.