
If you filed taxes in 2018, please use 1, 2, or 3. If you did not file taxes in 2018, please see 4.

(1) USE THE IRS DATA RETRIEVAL TOOL (IRS DRT)

The quickest and typically easiest way to confirm 2018 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.

(2) PROVIDE A SIGNED COPY OF THE TAX RETURN (1040)

If using this option, please remember to:

- Sign the tax return (if you are the taxfiler or spouse), even if it is a photocopy
- Include Schedules 1, 2, and 3, if applicable. Other schedules are not typically needed unless requested
- DO NOT send tax returns via email if they include your full Social Security Number
- DO NOT send state tax returns (e.g. New York IT-201)

(3) REQUEST AN IRS TAX RETURN TRANSCRIPT

If you are unable to use the DRT or provide a signed copy of your tax return, you may request an IRS Tax Return Transcript. Tax transcripts are free and can be requested several ways (see below). 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 2018. (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 (2018)
- 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 submit it to our office.

(4) 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 2018. 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 all necessary lines on the form 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

Once you receive the form in the mail, please submit it to Houghton College and specify the student to whom it pertains.