



IRS Data Retrieval and IRS Tax Transcript Instructions

You may use the IRS Data Retrieval process or you may request an IRS Tax Transcript as described below.

A. IRS DATA RETRIEVAL

The **BEST** way to verify income is using the IRS Data Retrieval Tool as part of FAFSA on the Web. Using this process, your federal income tax information will be transferred directly to your FAFSA form.

Go to: www.studentaid.gov, login to the student's FAFSA record using the FSA ID

Select: "Make FAFSA Corrections," and navigate to the FINANCIAL INFORMATION section of the form.

From there, follow the instructions to determine if the student and/or parent is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact the Financial Aid Office. For a demonstration on how to use this tool go to:

http://www.youtube.com/watch?annotation_id=annotation_112011&feature=iv&src_vid=W47_YTRVYD4&v=QJYE4PTYRfs

B. IRS TAX TRANSCRIPT

There are three ways you can request an IRS Tax Transcript. 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 exact address used when you filed with the IRS.

- 1. ONLINE:** Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Select "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- 2. IRS2Go App** – Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- 3. TELEPHONE:** 1-800-829-1040. A paper transcript will be mailed to the requestor within 5-10 days. This CANNOT be sent directly to Herkimer College. When received, please send it to the Financial Aid Office.
- 4. IRS FORM 4506T:** <http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103> A paper transcript will be mailed to the requestor within 5-10 days. When received, please send it to the Financial Aid Office.