



Columbia College Financial Aid Office

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Acceptable Tax Verification Methods

Based on the information provided on your FAFSA, you may have been asked to provide your or your parent's verified tax documentation. Below are the acceptable methods of providing this information to your school. The Department of Education **will not** accept a tax return form (i.e. 1040, 1040A, or 1040EZ) for this requirement.

➤ Option 1: IRS Data Retrieval Tool (*Preferred Method)

1. Log in at www.fafsa.gov, select the correct school year, and click **“Make FAFSA corrections.”**
2. Select the **Financial Information** tab and check whether you're on the “parent” or “student” page.

Click here

Then click here

3. Answer the questions that appear under the **IRS Data Retrieval Tool** link to determine whether you're eligible to use the IRS Data Retrieval Tool (not every student or parent will have access to this option).
4. If eligible, a **“Link to IRS”** button will appear. Click this to be transferred to the IRS website.
5. Fill in your filing status as well as your address, **exactly as it appeared on the tax return filed** (this may be a former address), and click “Submit.”
6. If the information was correct, select the **“Transfer”** option to return to the FAFSA website.
7. Do NOT alter any of the transferred in information, proceed to the final page, and **sign and submit** your FAFSA.
8. It may take up to 10 days from the time you submit the FAFSA for the new data to be received. **Alert your Financial Aid Technician** so she can retrieve the newly transferred data and resume processing.

➤ Option 2: Tax Return Transcript

- A. Request online: Visit <http://www.irs.gov/Individuals/Get-Transcript> and select Get Transcript by Mail. Enter your information and current mailing address, select Tax Return Transcript for the requested year, and receive your transcript in 5-10 calendar days.
- B. Request via mail or fax: Print and complete IRS Form 4506-T available online at <http://www.irs.gov/pub/irspdf/f4506t.pdf> and fax or mail the form to the appropriate location.

➤ Notes

- If you filed an **amended tax return**, you must provide a signed copy of the IRS Form 1040X that was filed and either a signed copy of the original tax return filed or a tax return transcript.
- If you cannot access your tax information due to being a **victim of identity theft** contact the IRS at (800) 908-4490.
- If W-2s are requested, you have the option of providing a **Wage and Income Transcript** (available through Option 2, method C).