Tax Filers Provide Tax Information

Parents or students who filed taxes can use one of the following options.

Option 1 (preferred): Data Retrieval Tool
The preferred method for tax filers is to use the IRS Data Retrieval Tool (DRT) in the FAFSA. Log in to the FAFSA and use the IRS Data Retrieval Tool to upload your tax data.

Option 2: Tax Return Transcript
If you filed taxes and are unable to use the DRT, then you may provide a Tax Return Transcript to verify your tax data.

To order an IRS Tax Return Transcript online:
1. Go to IRS.gov
2. Select Get Your Tax Record
3. Select Get Transcript Online or Get Transcript by Mail

If you are not able to order online, you can also:
→ Call 800.908.9946 to order by phone
→ Complete IRS form 4506-T and fax or mail it to the IRS

Important note!
Ensure that you order the Tax Return Transcript. Tax Account Transcripts cannot be accepted.

Option 3: Tax Documents
Provide a copy of your Tax Return and schedules 1, 2, and 3 (if filed with your tax return), with your handwritten signature in the "Sign Here" section (or the "Paid Preparer Use Only" section fully completed). The IRS Form 8879 cannot be accepted as a signature.

Non Tax Filers Provide a Verification of Nonfiling Letter
Parents or independent students who did not file taxes can use one of the following options. Dependent students do not need to provide Verification of Nonfiling letters.

Option 1 (preferred): Online
1. Go to IRS.gov
2. Select Get Your Tax Record
3. Select Get Transcript Online

Option 2: By Mail
Complete IRS form 4506-T, mail the form using the section "Chart for all other transcripts" on page 2.