

Instructions to Verify Income

Follow these instructions if you (the student) or your parents (if included on the FAFSA), filed a 2011 federal income tax return. Follow the instructions for either #1 or #2 below.

A photocopy of the tax return is NOT acceptable. New federal regulations require you use one of the following methods to verify income.

1. The best way to verify income is by using the **IRS Data Retrieval Tool** on the FAFSA. If you have not already used the tool, go to www.fafsa.gov, select “Make FAFSA Corrections,” and navigate to the Financial Information section. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool by checking the appropriate box and following the instructions. If you need more information about using the IRS Data Retrieval Tool, contact the Financial Aid Office.
2. Request a **2011 Tax Return Transcript** from the IRS. You will receive it in about a week, then submit it to the Financial Aid Office. Request the Return Transcript at the IRS website <https://sa1.www4.irs.gov/irfof-tra/start.do> or <http://www.irs.gov>. You may also call for an IRS Return Transcript at 1-800-908-9946.
 - Be sure to order a **RETURN TRANSCRIPT**, not an Account Transcript.
 - If the return was amended, request both a Return and an Account Transcript.