



## 2014-15 Tax Verification

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Your application was selected for review in a process called "verification". In this process, we are requesting documentation of 2013 Federal income tax information for you and/or your parents. Below are the options for fulfilling this requirement. Southwest Tech will be comparing this information with the information you provided on your FAFSA. If there are differences between your FAFSA and the documentation you provide to us, we will make the necessary changes to update and/or correct the FAFSA. This process must be complete before Southwest Tech will award any Financial Aid. Submit this verification as soon as possible, so that your financial aid won't be delayed. If you have questions, call the Southwest Tech Financial Aid Office at 608-822-2320.

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**WE CAN NO LONGER ACCEPT COPIES OF TAX RETURNS.** You must choose **one** of the following options:

### **OPTION 1 - IRS Data Retrieval**

The best way to verify tax information is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. Go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into your FAFSA. If you are a dependent student you may need to do this for both yourself and for your parents if you both filed a tax return. Once you have transferred the data from the IRS, it is important not to change any of the data. If the IRS Data Retrieval Tool gives you a message that the information you have entered does not match.

**\*\*Be sure to resign and submit your FAFSA** with your PIN (and your parent's PIN if they signed your first FAFSA) after you do the IRS Data Retrieval. This is an important step that is often missed!

### **OPTION 2 – Get a Tax Transcript Online or Order an IRS Tax Transcript**

There are three (free of charge) options to request your 2013 transcript.

#### **Online request (the quickest and immediate option)**

- Available on the IRS Web site [www.irs.gov](http://www.irs.gov) and the request must be done within a 30-minute time limit because the code you are receiving is only good for 30 minutes.
- Select 'Get Transcript of Your Tax Records' under "Tools".
- To get your transcript online click on the button that says "Get Transcript ONLINE". Click 'OK' on the warning that pops up.
- Click on 'CREATE AN ACCOUNT' and follow the 6 steps that are required. Read the instructions carefully as you create your account.
- After Step 6 of creating your account you are instructed to:
  - Select the reason for your transcript request
    - You should select 'Higher Education/Student Aid'
  - **AND** Select the year that you want the transcript printed for
    - '2013'

This will bring up your transcript for you to actually print. You should bring that printed copy to the Financial Aid Office.

#### **Telephone Request (second fastest option, usually 5 to 10 days)**

- Available from the IRS by calling 1-800-908-9946
- You must follow the prompts to enter your Social Security Number, and the number portion of your address.
- You will listen to a lengthy explanation of items and then be allowed to:
  - Select "Option 2" to request an IRS Tax Return Transcript and then enter "2013" as the year you are requesting.
- If successfully validated, you can expect to receive a paper IRS Tax Return Transcript at the address used in the request within 5 to 10 days from the time the IRS receives the request.

#### **Paper Request Form (this option takes the longest, possibly 4-6 weeks) - IRS Form 4506T-EZ**

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

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### **Reminders ...**

- If you are a dependent student we will need one of the items above for **both** you and the parent(s) on your FAFSA.
- When using OPTION 1 - IRS Data Retrieval, do not change any of the information on your FAFSA once it has been transferred by the IRS.