



TOCCOA FALLS C O L L E G E

Office of Financial Aid

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IRS Tax Return Transcript

To fulfill the requirement for an IRS Tax Return Transcript, you will need to complete one of the three options listed below.

Option 1: IRS Data Retrieval Tool (Preferred)

The IRS Data Retrieval Tool (IRS DRT) electronically transfers your federal tax return information directly into your FAFSA[®] form.

- Log in to your current FAFSA[®] form at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- Select “Make FAFSA Corrections” or “Edit FAFSA Form”.
- Navigate to the “Financial Information” section.
- If you are eligible to link to the IRS, you will be able to select the “Link to IRS” button to be transferred to the IRS site. (If you do not see this button, you are not eligible to use the DRT and will need to choose another option below).
- Provide the information requested from the IRS in order to confirm your identity. If the IRS site says it can’t find your data, make sure the information you entered matches your tax return exactly, including items such as abbreviations in your mailing address.
- After confirming your identity on the IRS site, choose the option to “Transfer Now.” Note: For your protection, your tax return information will not display on the IRS site or on the FAFSA[®] form, but we will inform you that the transfer was successful.
- Once you’ve transferred your tax return information into your FAFSA[®] form, navigate to the “Sign & Submit” page.
- On the “Sign & Submit” page, read the certification statement and check the box indicating that you agree with the statement. Then select “Submit My FAFSA[®]” at the bottom of the page.
- We should receive your updated FAFSA[®] in 3-5 business days.

Option 2: Submit a Copy of Your 1040 Form

You can satisfy your IRS Tax Return Transcript requirement by submitting a copy of your tax return. This can be sent to us via email, mail, or fax (*see top of page*). Click [here](#) to see what the 1040 looks like. Below are some guidelines to keep in mind when submitting your 1040:

- For the 2022-23 academic year, we’re required to verify 2020 tax information, so please submit your 2020 Federal Tax Return.
- If your tax return is accompanied by a Schedule 1, 2, or 3, please submit those along with your return
- Tax returns must be signed by the filer, or have the preparer's PTIN/EIN to be accepted
 - Please sign with a wet or drawn signature (we cannot accept typed signatures)
- Please ensure that the return is clear enough to read and that no information is cut off.

Option 3: Request a Copy Directly from the IRS

Follow the instructions at <https://www.irs.gov/individuals/get-transcript> to request a transcript online or through the mail. You must request the Tax Return Transcript in order to receive it. Once you receive it, it can be sent to our office via email, mail, or fax (*see top of page*).

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.