

IRS TAX RETURN TRANSCRIPT INSTRUCTIONS

Students and parents can no longer submit a signed copy of the IRS 1040 per federal regulations, as a way to confirm the income reported on the FAFSA. When completing the income sections of the FAFSA, the applicant is given the option to have this data retrieved directly from the IRS via the IRS Data Retrieval Tool.

BENEFITS OF USING THE IRS DATA RETRIEVAL TOOL:

- Applicants can complete their FAFSA more easily and accurately.
- The tool will increase the accuracy in the awarding for student financial aid funds.
- Applicants selected for verification can use the tool to update their income information and avoid unnecessary processing delays.
- If applicants decide not to use the IRS Data Retrieval process and the application is chosen for verification, the applicant and the parents will be required to submit an IRS Tax Return Transcript.

WHO IS “NOT” ELIGIBLE TO USE THE TOOL?

- Married couples who file separate tax returns.
- Applicants whose marital status has changed as of January 1, 2018.
- Applicants who are neither eligible nor required to file a 2017 Federal Tax Return.
- Tax filers who file a foreign return.
- Tax filers who filed an amended Tax Return (1040X).

If you or your parent(s) do not meet any of the circumstances above, please go back to www.FAFSA.ed.gov and use the IRS Data Retrieval Tool. **If this is completed, the Financial Aid Office will not need the IRS Tax Return Transcript that is being requested.**

HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT?

ONLINE: Go to www.irs.gov. Click on Tools, select Order a Return or Account Transcript. Select ‘Order a Transcript’, and select from the dropdown menu ‘RETURN TRANSCRIPT’. A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Once you receive your IRS Tax Return Transcript from the IRS, you must submit it to the Financial Aid Office at Caldwell University, 120 Bloomfield Avenue, Caldwell, NJ 07006.

TELEPHONE – (800) 908-9946. To request your Free IRS Tax Return Transcript. A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Once you receive your IRS Tax Return Transcript from the IRS, you must submit it to the Financial Aid Office at Caldwell University, 120 Bloomfield Avenue, Caldwell, NJ 07006.

IRS FORM 4506T—EZ: Go to: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> Complete Form 4506T-EZ. A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Return Transcripts ordered using this method can be mailed directly to Caldwell University by completing line five on the Form 4506-T-EZ.

NOTE: If you have filed an **Amended Tax Return** you will need to request both the IRS Tax return Transcript and the IRS Tax Account Transcript (Record of Account). You must submit the Return Transcript, the Account Transcript, and a copy of your Federal 1040 Tax Return to Financial Aid Office at Caldwell University, 120 Bloomfield Avenue, Caldwell, NJ 07006.