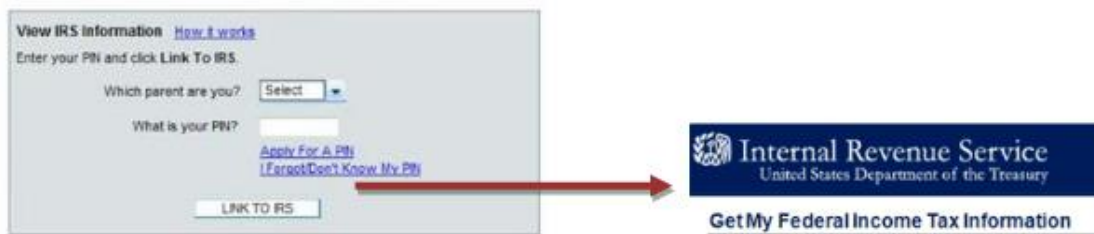


If you are selected for verification of your 2015 tax information, we are required to document the data on your tax returns. To document your tax return, you may use the IRS Data Retrieval Tool to transfer tax data to your FAFSA, or you may request an IRS Tax Transcript and submit it to the financial aid office.

Use the IRS Data Retrieval Tool

If you did not use the IRS Data Retrieval Tool when you filed your FAFSA, you may still do so. In most cases, the tool is available within 2-3 weeks after the return had been accepted by the IRS.

1. Login at fafsa.ed.gov to “Make FAFSA Corrections”
2. On the FAFSA, in the Financial Information section, click “Link to IRS”
3. On the IRS website, fill out the form and click on “Transfer my tax information into the FAFSA”



Submit an IRS Tax Return Transcript

If you are unable to use the IRS Data Retrieval Tool, you may submit an official **IRS TAX RETURN TRANSCRIPT**.

Option 1: Request one electronically on the IRS

- In the **Tools** section of the homepage, click “Get
- You can get the Transcript Online:



website at www.irs.gov.

Transcript of your Tax Records.”

- First time users will be required to answer security questions and create a password.
- Be sure to choose “**Return Transcript**” and not “Record of Account Transcript.”
- You can download and print or save

your transcript immediately.

- Or you can get the Transcript by Mail:



- Enter your information and a transcript will be mailed to you.

Option 2: Call 1-800-908-9946 to request a copy of your transcript.

Option 3: Visit a local IRS Office to pick up a copy of the transcript.

If you filed an amended tax return:

- Submit a signed copy of the original 2015 tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript; AND
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

If you were a victim of identity theft and cannot obtain a tax transcript or the IRS Data Retrieval process:

- You must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a tax return transcript known as a Transcript Database View.

If you filed a foreign tax return:

- Submit a signed and dated copy of the form, with your WT Student ID number at the top. The form must be translated into English, **OR**
- Submit a statement of income, if you earned income in a country that does not require you to file tax returns.

If you were granted a filing extension:

- Submit a copy of IRS Form 4868, that was filed with the IRS for tax year 2015; a copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and a copy of IRS Form W-2 and/or 1099 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying that amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.