



Steps to order or retrieve your IRS Tax Transcript for 2016-17

STEPS TO USING THE IRS DATA RETRIEVAL TOOL ONLINE

The Office of Financial Aid & Scholarships (OFA&S) and the U.S. Department of Education encourages students and parents to use the IRS Tax Data Retrieval (if eligible) to ensure faster processing of student Financial Aid through online FAFSA (Federal Application for Federal student Aid). And for requesting IRS Tax Return Transcripts for purposes of completing verification for the 2016-17 award year. If you have any questions, call the **FA office at (928)724-6730/6731 (Tsaile Campus) or (505) 368-3511/3511 (Shiprock Campus).**

As of 2016-2017 academic year, Dine' College will no longer accept paper copies of U.S. Individual Tax Returns. Any tax forms received by the OFA&S will be returned to the sender. **Please read the following two Options and use accordingly.**

OPTION 1: Using IRS Data Retrieval Tool

Go to www.fafsa.ed.gov to start a NEW FAFSA or FAFSA RENEWAL for **2016-2017**. You must make a change or update the FAFSA question #79, which asks; "**For 2015, have you completed your IRS income tax return or another tax return?**" if you have, please answer, "**Already Completed**" the box will become available for you to click on the link that says, "**Link to IRS**"

Once you click on the link, you will be able to report yours and/or Parents information by using the **FSA ID** (*this service can only be used if the parent(s) or student has created the FSA ID. If you or the parent doesn't have a FSA ID, you may apply for one at www.studentaid.gov/fsaid click on "creat FSA ID Now" or used other options listed*) You or your parent will than be re-directed to an IRS Web site that will be pre-populated with your or parent personal identifying information for review. Enter the tax filer's SSN, DOB, street address or P.O. Box and zip code, if joint filed, use primary filer's information. Make sure you use the address currently on file with IRS which should be the one listed on the 2015 Tax return filed, if all the information is correct, click the submission button.

The federal IRS tax information will than be displayed for you and your parent(s) to review, if all the information is correct, check the box that says, "**Transfer My Tax Information into the FAFSA**", click on the "**Transfer Now**" button. You and your parent(s) federal tax information will be transferred into your FAFSA application; this will complete the process by submitting your FAFSA or corrections. Once you've submitted you will know that it was processed successfully by displaying your **Expected Family Contribution (EFC)** on your FAFSA confirmation page on the Web.

Note: For some students or parent(s) the IRS Data Retrieval Tool is not available. However, student may use the second option to complete student and/or parent(s) federal tax verification requirements.

- Filed a joint return and are either A.)Separated, divorced or widowed, or B) married to someone other than the individual included on the joint return .
- Were granted an extension to file your tax return

OPTION 2: Obtaining an IRS Tax Transcript

Use one of the following four steps to request for your **Tax Return Transcript(s)**:

- 1.) Order through calling the IRS at 1-800-908-9946
- 2.) Order by mail using the IRS form 4506-T. Available online at www.irs.gov and at the financial aid office.
(May take between 10-20 calendar days)
- 3.) Contact your nearest IRS Office
- 4.) View Tax Transcripts online –**Unavailable**