TAX FILER GUIDE: Providing your Tax Information for your FAFSA verification

Update your FAFSA using the IRS Data Retrieval Tool (RECOMMENDED) OR Submit your Tax Return Transcript or SIGNED Tax Form 1040/1040-A/1040-EZ directly to the Financial Aid Office

IRS Data Retrieval Tool Steps

1. Visit www.fafsa.gov and log in with your student information and FSA ID
2. Select the “Make FAFSA Corrections” option to make a correction to the appropriate FAFSA. If you have multiple applications and are unsure which one to correct, please refer to your Financial Aid Portal or contact the Financial Aid Office.
3. Select “Financial Information” on the application toolbar at the top
4. Answer the questions about you and/or your parent(s) tax filing statuses
5. Click “Link to IRS”
6. Enter the requested information on the IRS website
7. Check “Transfer My Tax Information into the FAFSA” and then click the “Transfer Now” button
8. Electronically sign the new corrected FAFSA
9. Submit your updated FAFSA
10. Notify NSC Fin Aid Office a few days later

Need Help?
Call the Federal Student Aid Information Center at 1-800-4-FED-AID for IRS Data Retrieval tool questions.

Please submit either your Tax Return Transcript or SIGNED Tax Form 1040/1040-A/1040-EZ to the Financial Aid Office

Request your Tax Return Transcript from the IRS
2. Click Get Your Tax Record
3. Choose to Request Online or Request by Mail
4. Select Transcript Type: Return Transcript
5. Select Tax Year: Choose the correct tax year found in the Financial Information section of your FAFSA.
NOTE: If you are unsure which tax year to select, please contact the Financial Aid office.

Need help?
Call the IRS toll-free at 1-800-876-1715, Mon-Fri 5:00am - 5:00pm PST.
OR
Call the IRS at 1-844-545-5640 to schedule an appointment at a local IRS office.

Request by Mail
What You Need
To use this service, you need your SSN, date of birth, and mailing address from your latest tax return.

What You Get
Transcript types are available online, view, print or download your transcript, and receive a confirmation email.

Please submit your Tax Return Transcript or SIGNED Tax Form 1040/1040-A/1040-EZ to the Financial Aid Office.