Instructions for Providing Tax Documentation

The Federal government recommends using the IRS Data Retrieval Tool (part of FAFSA on the Web) to provide your tax documentation. Please be advised that we are no longer allowed to accept a copy of filed tax returns. Once your taxes are filed, it takes up to two weeks for electronically filed tax information to be available for use, and up to eight weeks if filed by paper.

You can then make a FAFSA correction and use the IRS Data Retrieval Tool:

1. Go to www.FAFSA.gov
2. Log in to your 2016-17 FAFSA
3. Select “Make a FAFSA Correction”
4. Navigate to the Financial Information section (for both the student and parent, if applicable)
5. Follow the instructions and then click “Link to IRS” to transfer 2015 IRS income tax information into your FAFSA.
6. After you have successfully transferred your tax documentation using the IRS Data Retrieval Tool, you will be returned to your FAFSA.
7. You must re-sign the FAFSA and submit the updated information.

Note: You will be unable to use the IRS Data Retrieval option if:
- Your marital status changed after December 31, 2015
- You filed your tax return as “married filing separately” and indicated a status of “married/re-married” when completing the FAFSA.
- You filed an amended tax return
- You filed a foreign tax return

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If you are unable to use the IRS Data Retrieval Tool:

Request a 2015 IRS Tax Return Transcript for each tax return filed (if student and/or parent is married and filed separate 2015 tax returns, you must submit an IRS Tax Return Transcript for each filer). Be sure to request a return transcript and not an account transcript.

1. Choose one of the following options to request your Tax Return Transcript:
   - Go to http://www.irs.gov/transcript. Click “Get Transcript by MAIL” to receive your transcript in 5 to 10 calendar days.
   - Call 1-800-908-9946 to order a tax return transcript to be mailed to you.
   - You may be able to go to your local IRS office to request a tax return transcript. To find a listing of IRS offices in your area, go to: http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1

2. Once you receive the Tax Return Transcript, send it to:

   Enrollment Service Center
   414 E Clark St SL30
   Vermillion SD 57069
   Fax #:  605-677-6828
   Email:  ESCFinAid@usd.edu