Request Tax Transcripts or Use the IRS Data Retrieval Tool

Federal regulations require students/parents/spouses who are selected for verification to submit a 2014 IRS Tax Transcript or use the IRS Data Retrieval Tool on the FAFSA web site to electronically transfer federal tax return information directly into the FAFSA.

Requesting a Tax Transcript from the IRS:

"Get Transcript" by MAIL
- To use Get Transcript by Mail, you need your Social Security Number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return.
- Click the button “Get Transcript by MAIL”.
- Enter SSN, Date of Birth, street address and ZIP of the PRIMARY tax filer.
- Select “Return Transcript” for type, and “2014” for Tax Year.
- The transcript will be mailed to the address that the IRS has on file for you and will arrive in 5-10 calendar days.

If your address has changed since you filed your last tax return you will need to file IRS Form 8822, change of address before submitting the paper Form 4506-T. Don’t use your old address. The transcript will not be forwarded to you. For more information go to: https://www.irs.gov/Individuals/Get-Transcript-FAQs

Using the IRS Data Retrieval Tool:

If you have already submitted a FAFSA and would like to use the IRS DRT, go to http://www.fafsa.gov/
1. Click Login to make a correction.
2. Once in the FAFSA, navigate to the “Finances” section, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
3. Click the “Link to IRS” button and log in with the IRS to retrieve your tax return information.
4. On the IRS web site, enter the requested information exactly as it appears on your tax return.
5. Check the “Transfer My Tax Information into the FAFSA” box, and click the “Transfer Now” button.
6. Sign and resubmit your FAFSA. Both the student and the parent of dependent students must sign any correction.

You will be given the option to use the IRS Data Retrieval Tool only if you indicate that you have already completed your federal income tax return. The IRS DRT can be used by both students and parents.
Select this link to find out when your tax return information will likely be available using the IRS DRT.

Yavapai College receives an electronic notification when the IRS DRT has been used successfully.

You will be unable to use the IRS DRT if:
- Your marital status changed after December 31, 2014
- You filed “married filing separately”
- You filed an amended return, 1040X
- You filed a foreign tax return
- You filed a tax return using a Tax ID Number (TIN)
- You are married and either you or your spouse filed as Head of Household
- The parent’s marital status is “Unmarried and both parents living together”.

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