

Instructions – How to Provide 2016 Federal Tax Documentation

Some students (and/or parents) are required to provide Federal Tax Documentation as a part of the verification process.

Dependent Students:

If you are a dependent student and were required to enter your parent(s)' information on your FAFSA, you must provide 2016 Tax Documentation for you (if you filed 2016 taxes) and for each parent as defined on your FAFSA.

Married Students:

If you are married and you and/or your spouse filed separate 2016 IRS income tax returns, you must provide 2016 IRS Tax Documentation for both parties. If you and/or your spouse filed an amended IRS Tax Return, please contact the Financial Aid Office for additional guidance at finaid@redwoods.edu.

Instructions on how to get the required documentation are provided below.

OPTION 1 – DRT (preferred)

Use the IRS DRT (Data Retrieval Tool) on the web at www.fafsa.gov. Log into your FAFSA, select “Make FAFSA Corrections”, then “Financial Information” and “View Option to Link to the IRS”.

If you have elected to use the DRT, the Financial Aid Office will continue processing your information after we receive it from the Department of Education. There is no need to do anything additional at this time. Contact the Financial Aid Office if more information is needed about using the IRS DRT.

OPTION 2 – Tax Return Transcript

If you are unable to use the IRS DRT, then you must request a Tax Return Transcript (NOT an “Account Transcript”) from the IRS and submit the transcript to the Financial Aid Office.

To request a Tax Return Transcript online, go to www.IRS.gov and click on “Get Your Tax Record” from the left side menu. Then select either “Get Transcript Online” or “Get Transcript by Mail”. Make sure you request a “Return Transcript” and NOT an “Account Transcript”.

Note: When entering your address, you must use the exact information you used when filing your 2016 IRS income tax return. For example, if you enter “St” in the Street Address in this request, but you used “Street” on your tax return, it could prevent the IRS from finding your record.

If you are no longer living at the address you used on your tax return, you can use the 4506-T form (available on the same page) to request that the transcript be mailed to a different address.

You can also request a Tax Return Transcript using the automated IRS Transcript Order Line at 1-800-908-9946.

PLEASE BE AWARE THAT WE CANNOT ACCEPT YOUR TAX RETURNS (i.e. IRS 1040, 1040A, 1040EZ) AS DOCUMENTATION. THE INFORMATION MUST COME FROM THE IRS, EITHER BY DIRECT TRANSFER TO THE FAFSA OR BY A TAX RETURN TRANSCRIPT.