Instructions to Submit Tax Information for 2015

Your 2017-18 Free Application for Federal Student Aid (FAFSA) has been selected for the verification. If you filed or are required to file a federal income tax return for 2015, you must provide tax information for 2015 by using the IRS Data Retrieval Tool on the FAFSA website or submitting a Tax Return Transcript from the IRS to the Financial Aid Department. Parents of dependent students and spouses of independent students are also required to submit tax information. The Department of Education requires that your tax information come directly from the IRS; paper copies of Income Tax Returns can no longer be accepted for verification purposes.

There are two options to obtain your tax information from the IRS: WCTC recommends using the IRS Data Retrieval Tool on the FAFSA website as it allows students to satisfy the tax information requirement much faster. If you, your spouse, or your parent(s) are unable to use the IRS Data Retrieval Tool, you must submit a Tax Return Transcript from the IRS. If you, your spouse, or your parent(s) are not required to file federal income tax return for 2015, but had earned income in 2015, you must contact the IRS for a Wage and Income Transcript for 2015. Instructions for both options are listed below:

Instructions to Use the IRS Data Retrieval Tool

- Go to www.fafsa.gov.
- Click **Login** and log in with your information.
- Click **Make a Correction/Update to Your FAFSA.**
- Navigate to the **Financial Information** section; update the tax completion status to "Already completed" if you have not done so yet.
- You will be prompted to answer three questions regarding your tax return. You must be able to answer NO to each of them. After doing so, click **LINK TO IRS.**
- Your FAFSA will be saved and you will be transferred to the IRS website. On the IRS website, **enter the requested information exactly as it appears on your tax return.**
- Once the IRS has validated your identification, your IRS tax information will display. Click the check box beneath the **Transfer My Tax Information into the FAFSA** and then click **Transfer Now.**
- You will be returned to the FAFSA website. DO NOT MAKE ANY FURTHER UPDATES TO YOUR FINANCIAL INFORMATION. Navigate to the **Sign and Submit** section.
- Enter your **FSA ID**, click the **Agree** button below the disclaimer box, and click **SUBMIT MY FAFSA NOW**. A new transaction of your FAFSA should be transmitted to the Financial Aid Office within a few days that will note that you have successfully used the IRS Data Retrieval Tool.

Instructions to Request Tax Return Transcript or Wage and Income Transcript from IRS

There are a variety of ways to contact the IRS to request a Tax Return Transcript or Wage and Income Transcript for 2015. You may have to wait to receive the Transcript through the mail. The methods and their wait times are listed below:

- **By website:** Visit www.irs.gov/Individuals/Get-Transcript. Will receive same day if requesting online view, will take 5-10 business days if requesting by mail.
- **By telephone:** Contact the IRS at 1.800.908.9946. Will take 10 business days by mail.
- **In person:** Visit the local IRS office in Milwaukee at 211 W. Wisconsin Ave. They are open Monday through Friday from 8:30 a.m. to 4:30 p.m. An appointment must be made. Call 1.844.545.5640 to schedule one.
- **Paper-request form (only available for a Return Transcript):** Complete and fax a 4506T-EZ request form directly to the IRS at 559.456.5876. 4506T-EZ request forms can be picked up at the WCTC Enrollment Center. It will typically take the IRS 4-6 weeks to process a 4506T-EZ request form.

Once you have received the Transcript, please submit it to the Financial Aid Department in person, by email to money@wctc.edu, or by fax to 262.691.5123.

If you did not file a 2015 federal tax return

Both the student and parent are required to submit proof of non-filing from the IRS if a 2015 tax return was not filed. Follow the same instructions as above, but select "Verifications of Non-filing Letter" instead of transcript.

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