

Instructions to Submit Tax Information for 2017

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) has been selected for Verification. If you filed or are required to file a federal income tax return for 2017, you must provide your federal tax information to the Financial Aid Department. Parents of Dependent students and spouses of Independent students are also required to submit tax information for Verification. **The Department of Education prefers that your federal tax information come directly from the IRS, however paper copies of your signed 2017 Federal Income Tax Return can be accepted for Verification purposes.**

WCTC recommends using the IRS Data Retrieval Tool (DRT) on the FAFSA website as it allows students to satisfy the tax information requirement much faster.

Instructions to Use the IRS Data Retrieval Tool

- Go to www.fafsa.gov
- Click *Login* and log in with the student's FSA ID and password.
- Click *Make a Correction*.
- 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 two questions regarding your tax return. After doing so, click *LINK TO IRS*.
- Your FAFSA will be saved. Click on *Proceed to IRS Site* and you will be transferred to the IRS website. On the IRS website, *enter the requested information exactly as it appears on your 2017 tax return*. Click *Submit*.
- Once the IRS has validated your identification, click the check box beneath the *Transfer My Tax Information into the FAFSA Form* and then click *Transfer Now*.
- You will be returned to the FAFSA website. If you need to use the DRT for your parent(s), enter your **parents FSA ID** and repeat the documented steps for your parent(s) to transfer their federal tax information into your FAFSA. **DO NOT MAKE ANY FURTHER UPDATES TO YOUR FINANCIAL INFORMATION.**
- Navigate to the *Sign and Submit* section. Read the disclaimer before proceeding. Click the *Agree* button below the disclaimer box. Click on *Sign this FAFSA* button for student and parent, if applicable.
- Then click *SUBMIT MY FAFSA NOW*. A new transaction of your FAFSA will be transmitted to the Financial Aid Office within a few days that will note that you have successfully used the IRS Data Retrieval Tool.

If you, your spouse, or your parent(s) are unable to use the IRS Data Retrieval Tool, you may submit a **signed** copy of the 2017 federal tax return. **If you, your spouse, or your parent(s) are not required to file federal income tax return for 2017, but had earned income in 2017, you must contact the IRS for a Wage and Income Transcript for 2017 or submit copies of your 2017 W-2(s).** Instructions for obtaining a Wage and Income Transcript are listed below.

Instructions to Request Wage and Income Transcript from IRS

There are a variety of ways to contact the IRS to request a Wage and Income Transcript for 2017. 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 to request online or by mail. You can view, print or download the transcript the same day if requesting online. Transcripts arrive to your address 5-10 calendar days if requesting by mail.
- **By telephone:** Contact the IRS at 1.800.908.9946; it may take 10 calendar days by mail.
- **Paper-request:** Complete and fax a 4506-T IRS form directly to the IRS at 559.456.5876. You will receive the transcript in the mail within 10 calendar days.

If you did not file a 2017 federal tax return

Both the student (and parent or spouse) are required to complete the 2017 Income Verification worksheet for Non-Tax Filers. This document is available through the WCTC Financial Aid Department or under Financial Aid forms on the WCTC website at www.wctc.edu/about/forms