

Missing Tax Documentation

As part of the verification process, you must provide official federal tax information for all 2016 tax-filers listed on your FAFSA.

The easiest and fastest way to provide this information to our office is to utilize the IRS data retrieval process accessed through your FAFSA. Log in to your 2018–19 FAFSA using your FSA ID and password and click on the link to “Make FAFSA Corrections.” Under the “Financial Information” tab, click on the [LINK TO IRS](#) button.

If you are unable or ineligible to utilize the DRT, you may submit 2016 Tax Return Transcript(s):

1. Online request: Go to www.irs.gov. Click on the link “Get My Tax Record.” On the next page, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
2. Telephone request: Call 1-800-908-9946.
3. Paper request form: Download IRS Form 4506T-EZ or IRS Form 4506-T from the IRS website (www.irs.gov) or at <http://www.notredamecollege.edu/admissions/financial-information/financial-Assistance/Forms>.

*Requesting a Tax Return Transcript by app/phone/mail takes approximately 2–3 weeks processing.

If you (or someone else listed on your FAFSA) is not filing a tax return (and is not required to file for 2016), follow the instructions on the Verification Worksheet for non-tax filers.