

Missing Tax Documentation

As part of the verification process, you must provide official federal tax information for all 2017 tax-filers listed on your FAFSA.

Instructions: To submit 2017 federal tax information, do one of the following:

1. Log on to your FAFSA at fafsa.ed.gov to make corrections. Go to the “Financial Information” tab to link to the IRS. After transferring tax information to the FAFSA, make sure to submit your corrections.
2. Request the “**IRS Tax Return Transcript**” (NOT the “Tax Account Transcript”) online at [IRS.gov](https://www.irs.gov). Click on the link to “Get My Tax Record.” You may also call the IRS at 800-829-1040 or 800-908-9946. **(Include student name/ID on transcript when submitting.)**
3. **If the tax filer has amended the 2017 federal tax return**, transfer original tax information using the DRT and submit a signed copy of the 1040X (amended return), or submit a Tax Return Transcript of the original tax return and a signed copy of the 1040X (amended return).

If you (or someone else listed on your FAFSA) is not filing a tax return (and is not required to file for 2017), follow the instructions on the Verification Worksheet for non-tax filers.