

If You're Selected for Verification You'll Need:

2020-2021 FAFSA:

2018 Tax Return Transcript or Use IRS DRT

Student

Parent/Spouse

2018 Letter of Non-Filing

Student

Parent/Spouse

2021-2022 FAFSA:

2019 Tax Return Transcript or Use IRS DRT

Student

Parent/Spouse

2019 Letter of Non-Filing

Student

Parent/Spouse

Instructions on How to Obtain a Transcript or Verification of Nonfiling Letter

1. Online – To order via web (*Fastest request option*)

- a. Go to www.irs.gov
- b. Select Get My Tax Record



- View and print your transcript immediately.
- Choose **Tax Return** transcript or a **Verification of Nonfiling Letter**.

2. Mail – To order by mail

- a. Go to www.irs.gov
- b. Select Get My Tax Record



- If ordering my mail, transcripts will arrive in 5 to 10 business days.
- Choose Tax Return transcript only
- Please make sure you have your TAMIU ID number placed on the TOP of every single page

3. Phone – To order by phone call: 1-800-908-9946

Instructions on How to Use IRS Data Retrieval Tool (DRT)

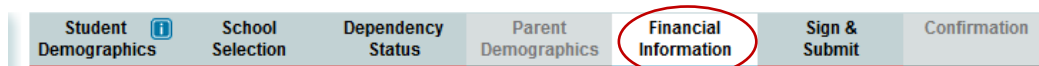
The IRS Data Retrieval Tools allows you to transfer your tax information directly from the IRS to the FAFSA.

Step 1: Log into www.fafsa.gov

Step 2: Click on 'Make FAFSA Corrections' Link

- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA

Step 3: Select the 'Financial Information' Tab



Step 4: If your responses to the initial IRS DRT questions are 'No' you will be prompted to 'Link to IRS'

Step 5: Input your filing status and address the EXACT same way it appears on your Tax Return

Step 6: Transfer information now and you will return back to the FAFSA website. Your responses will now indicate "Transferred from the IRS"

Step 7: Select the 'Next' button and Submit your FAFSA.