



## Income Verification

### What is it & Why?

Verification is the process used to ensure the accuracy of information reported on the FAFSA. Federal regulations require all universities to survey a certain percentage of their students. During verification, documentation or additional forms may be requested. WSU has a priority submission deadline for documents and forms.

## How to access the IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows secure and accurate transfer of tax information to the FAFSA. Using the IRS Data Retrieval Tool increases accuracy of financial aid awards and can reduce the likelihood of verification. If students or parents filed taxes *electronically*, IRS data will be available *2-3 weeks* after filing. If taxes were filed via *paper*, data may not be available for *6-11 weeks*.

1. Go to [fafsa.ed.gov](https://fafsa.ed.gov) and login with your FSA Username and Password. Click "Next".
2. Begin a new FAFSA, or click "Make FAFSA Corrections". Create a Save Key, and click "Next".
3. In the "Financial Information" tab, you will be asked to determine eligibility. If you are eligible, click "Link To IRS" button.
4. Click "OK" to leave the FAFSA website and enter the IRS Data Retrieval Tool website. Click "OK" to accept the Terms of Use.



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## How to get Tax Return Transcripts

1. Go to IRS.gov. Under the “Tools” heading, click “Get a Tax Transcript”.
2. Click “Get Transcript by Mail” button. Complete the fields on the webpage, using the street address and zip code that was on your latest tax return filed.
3. Select “Return Transcript” as the Type of Transcript, and the appropriate tax year.
4. The transcript will be mailed to the address on file, and will be received in 5-10 business days.

## What if I didn't file taxes?

If you didn't file taxes or were not employed, you will still need to provide the IRS Verification of Non-Filing Letter- which is proof from the IRS that you **did not** file a return for the year.

1. Go to IRS.gov. Under the “Tools” heading, click “Get a Tax Transcript”.
2. Under the heading “Related Forms”, click “Form 4506-T, Request for Transcript of Tax Return”
3. Then select “Form 4506-T” under the heading “Current Products”
4. Fill out the form, making sure to **check box number 7**.
5. Fax or mail the form to the appropriate IRS Office
6. Most requests to the IRS will be processed within 10 business days.



Check [www.financialaid.wsu.edu/events](http://www.financialaid.wsu.edu/events) for exact deadlines



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