

2016/2017 and 2017/2018 FAFSA—2015 IRS TAX RETURN TRANSCRIPT

If you have been selected by the Department of Education for verification, there are two options available for you to get that information to the Weatherford College Financial Aid Office:

- Automatically transfer your tax information from the IRS to your FAFSA by using the Data Retrieval Tool—this option expedites the processing of your final aid package.
- Contact the IRS and request a **TAX RETURN TRANSCRIPT**—this option can take up to 10 days.

USE THE FAFSA DATA RETRIEVAL TOOL

Students and parents, who filed their IRS tax return, are able to transfer their information directly into their application by using the IRS Data Retrieval Tool (DRT) option on the FAFSA.

TO USE THE IRS DATA RETRIEVAL TOOL:

- Log into www.fafsa.gov to complete or correct your FAFSA by using your FSA ID
- Click on the “Financial Information” and/or “Parent Financial Information” tab at the top of the page
- Answer the questions in the first **BOX** to see if you are eligible to use the DRT
- If eligible, follow the prompts to “Link to IRS” — parent(s) will have to enter their FSA ID for their taxes
- Review the information displayed and select the “Transfer My Information into the FAFSA” option
- Once information is transferred, you **MUST** sign and submit the FAFSA again — parent(s) too, if applicable

Fileers who are unable to use the DRT, must request a paper copy of their TAX TRANSCRIPT from the IRS:

- Students and parents who did not or will not file taxes (proof of income required)
- Students and parents who filed an amended tax return
- Those with a tax status of Married-Filing Separately
- Those who filed a foreign tax return
- Those who filed within the last three weeks or sooner

If you'd like more information about the DRT, visit www.finaid.org

REQUEST AN IRS TAX RETURN TRANSCRIPT—free of charge

Students and parents, who are not able to use the DRT, can submit a paper copy of IRS Tax Return Transcript. The Transcript must come from the IRS; a photo copy of your 1040 is not a valid verification document and will be shredded. The transcript is a paper document that contains the income information needed by the Office of Financial Aid to process your aid application.

ONLINE REQUEST

- Visit www.irs.gov
- Under—Tools— click “Get a Tax Transcript”
- Click “Get Transcript Online” or “Get Transcript by Mail”
- Sign in
- Select “Return Transcript” and the appropriate tax year.

MAIL OR FAX

- Complete the IRS Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- Check Box 6a to request a Return Transcript (do not select an Account Transcript)
- Have the Tax Transcript mailed to your address, **not** Weatherford College

PHONE

- Contact the IRS directly at 1-800-908-9946 or for hearing impaired: 1-800-829-4059 (TDD)
- Live help line 1-800-829-1040 (long wait times may apply)

IN PERSON

- Schedule an appointment with the Fort Worth IRS Office by calling 844-545-5640

PLEASE RETURN ALL FORMS AND DOCUMENTATION—list student's name and Social Security Number on all documents

Weatherford College Financial Aid Office
225 College Park Drive
Weatherford, Texas 76086
Or turn in to any WC location

Phone: (817) 598-6295
Fax: (817) 598-6206
Email Documents (PDF only): docs@wc.edu
Web Site: www.wc.edu/financialaid