

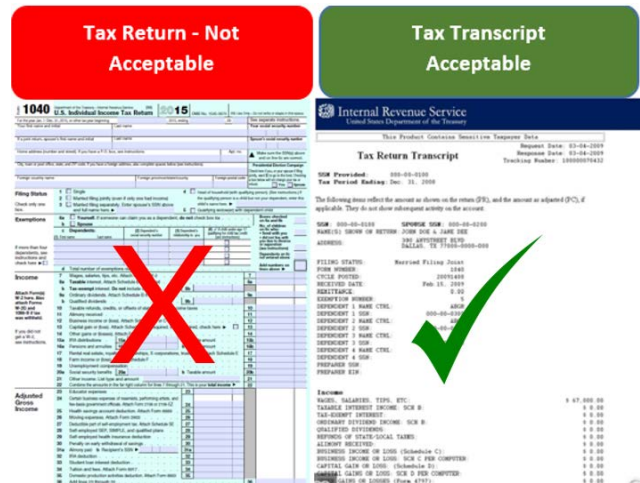
2016-2017 IRS Income Tax Verification Guide

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) has been selected for verification. **Funding is limited** and we strongly encourage you to submit all required documentation as quickly as possible. **Please include the student's name and Virginia Tech ID number on all pages submitted.**

If you are not required by law to file a federal tax return, please complete and return the Non-Tax Filer Worksheet for parent or student (if applicable) available at our [forms website](#).

If you have already filed your 2015 federal tax return, please provide our office with documentation of your taxes by completing one of the options below. **Please do not send a copy of your federal tax return (1040, 1040A or 1040EZ), W2s, or schedules unless specifically requested by our office. Tax transcripts or the IRS Data Retrieval Tool are the only acceptable documentation.**

If you will file a 2015 federal tax return, but have not filed yet, you must provide your tax information by one of the options below once your taxes are complete.



Options to Provide Income Tax Documentation

1. Use the IRS Data Retrieval Tool (DRT) – preferred method

This tool allows a direct transfer of federal tax return data from the IRS into the FAFSA. To access the DRT, return to www.fafsa.gov. Follow the instructions to make a correction to a processed FAFSA. Go to the Financial Information section. Make sure the tax return status is "Already Complete". This will bring up filter questions and a link to the IRS website. To access the DRT the taxpayer must have filed an electronic return at least two weeks prior. The DRT is available six to eight weeks after filing a paper return. Make sure to complete all steps and transfer the data back to the FAFSA. The student and parent, if the student is dependent, must enter their Federal Student Aid ID to submit the correction.

2. Provide a signed copy of IRS Tax Return Transcript:

- IRS Online Tax Return Transcript Request <https://www.irs.gov/Individuals/Get-Transcript>
- IRS Automated Phone Transcript Service 1-800-908-9946

****Please do not submit a copy of your federal tax return as this is no longer acceptable federal tax documentation.****

Exceptions

- **Amended Return** – If you filed an amended 2015 IRS tax return you must provide the following:
 - The IRS Tax Return Transcript **and** the IRS Tax Account Transcript
- **Extension Filers** – Students or Parent(s) filing an extension of the tax deadline must submit the following to our office:
 - [IRS Form 4868](#) - Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension if additional time is requested
 - Copies of **all 2015 W2's** or
 - **If self-employed** – a signed statement certifying the amount of adjusted gross income (AGI) and U.S. income tax paid for tax year 2015
 - **Note:** You must provide documentation of actual tax filing (DRT or Tax Transcript). Our office will contact you later in the year to provide this information. Federal, State, and Institutional financial aid amounts are subject to change pending review of final tax return.
- **Foreign Returns** - Parent(s) who filed taxes in Puerto Rico or another foreign country should submit a signed copy of their tax return translated to English and converted to U.S. dollars to our office.

(Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)