



The Office of Financial Services

401 S. State Street
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Tax Information

In order to verify income information provided on the FAFSA, you need to complete one or more of the following steps in order to proceed with your financial aid package:

- **IRS Data Retrieval Tool:** It is recommended that all tax-filing students and parents use the IRS Data Retrieval Tool provided on the FAFSA website to pull their tax information directly from the IRS. Log back onto your FAFSA account at fafsa.gov and go to financial information to utilize the tool. By completing this step, in most instances, we would not need a copy of your tax transcripts.

- **Tax Transcripts:** If you are not able to utilize the IRS Data Retrieval Tool, you must submit a copy of your and/or your parents' tax transcripts from the IRS. Account transcripts cannot be accepted. Please visit:

<http://www.irs.gov/Individuals/Order-a-Transcript>

- **W-2's:** We need a copy of your and/or your parents W-2 form in order to verify income reported on the FAFSA