

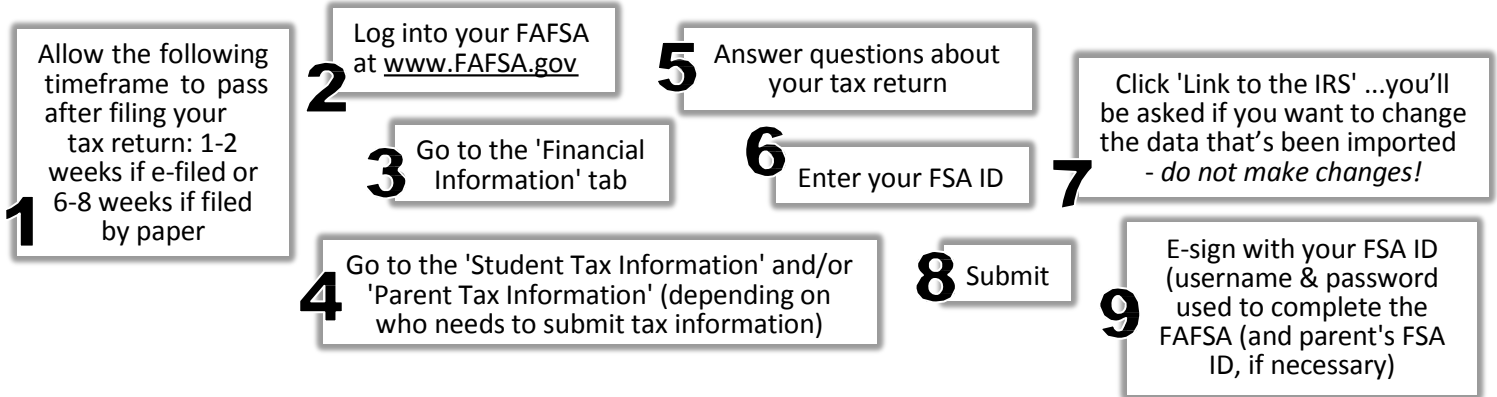


# Instructions to access your 2015 Tax Return Transcripts, a Verification of Non-Filing Letter or a Wage and Income Transcript

The **quickest and easiest** way to do this is to **UPDATE YOUR FAFSA** using the **DATA RETRIEVAL TOOL (DRT)**. Some students and parents cannot use the DRT for various reasons, but most can, so it's definitely worth a shot!

**Benefits:** The DRT uploads your tax information from the IRS to your FAFSA, eliminating data entry errors, and can help avoid unnecessary processing delays or the need to submit paper copies of your or your parent(s)' tax return transcripts.

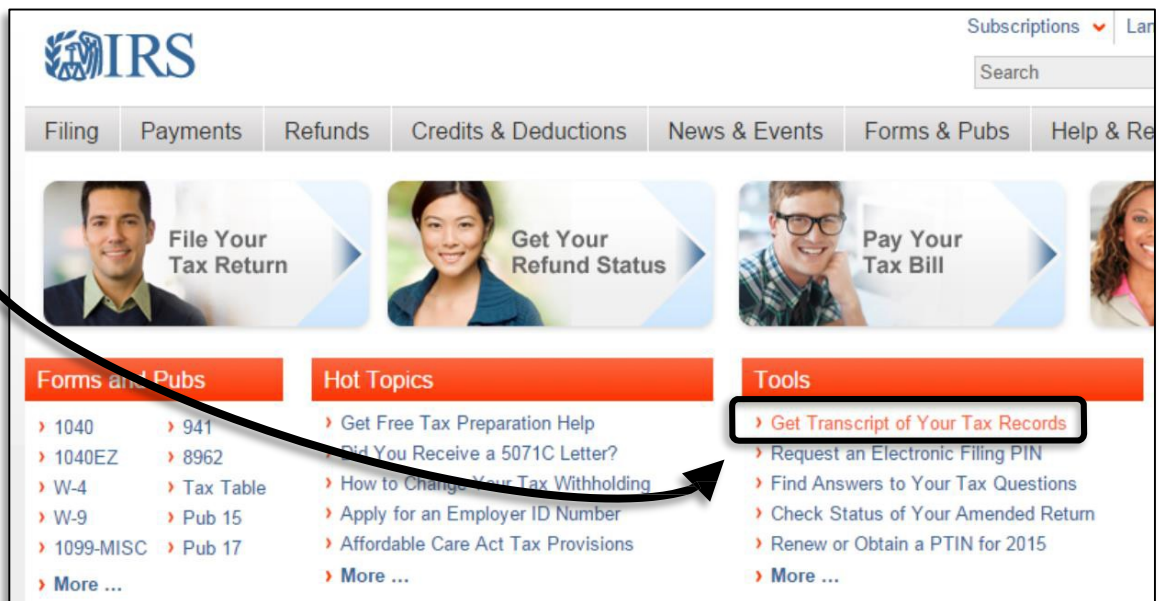
It's **EASY** to use the DRT! ...just follow these simple steps:



If you cannot use the DRT, you can **DOWNLOAD AN INSTANT TAX RETURN TRANSCRIPT** via the IRS website. ... you can also download a **Verification of Non-Filing Letter** or **Wage and Income Transcripts**, if necessary.

### Follow these steps:

1. Go to: [www.irs.gov](http://www.irs.gov)
2. Under the orange 'Tools' section, click 'Get Transcript of Your Tax Records'



3. Click the blue 'Get Transcript ONLINE' button on the left of the screen
4. Click the blue 'Create a Login' button on the right of the screen to sign up:

You will **follow the 6 steps** indicated to create your account. You will be asked to provide your **name and email** address and then you will need to **request a verification code** which will be sent to your email. Once you input your code, you will fill in the required **personal and tax information** and will then **answer questions related to information found in your credit report**. You will then be prompted to set up your **security profile**.

- From the 'Get Transcript' screen, click on the dropdown box and choose 'Higher Education/Student Aid' then click the blue 'GO' button

## Get Transcript

Select a reason you need a transcript:

Higher Education/Student Aid

GO >

- Click on the year **2015** in the **Return Transcript box**.

A PDF of your 2015 Tax Return transcript will open on the screen. You can **save and email** the transcript to [Financial@kirkwood.edu](mailto:Financial@kirkwood.edu) (include the student's name and Student ID in the subject line) **or print and mail, fax, or drop off the document to Financial Aid:**

One Stop Office

6301 Kirkwood Blvd SW

Cedar Rapids, IA 52404

If you are unable to download your transcript online, you can **REQUEST YOUR TAX RETURN TRANSCRIPT BE DELIVERED TO YOU BY MAIL** (usually, it should arrive within 5-10 business days) or you can order by Phone-1-800-908-9946.

### Follow these steps to order online:

- Go to the IRS Website: [www.irs.gov](http://www.irs.gov)
- Under the orange 'Tools' section, click 'Get Transcript of Your Tax Records' (See Step 2 graphic on reverse side)
- Click the blue 'Get Transcript by MAIL' button on the right of the screen
- Enter your **Social Security Number**, your **date of birth**, and your **address EXACTLY how it appeared on your 2015 tax returns** or how your address was updated with the US Postal Service if you changed your address after filing.
- From the 'Get Transcript' screen, under the 'Type of Transcript' drop down menu, choose 'Return Transcript' and under the 'Tax Year' drop down menu, choose '2015'

There's also a **FREE APP** you can use to request your Tax Return Transcript by mail

### Follow these steps:

- If you have an Apple iPhone or iTouch, you can download the **free IRS2Go app** by visiting the iTunes app store. If you have an Android device, you can visit Google Play to download the free IRS2Go app.
- Once the app is installed, click on the '**Tax Records**' button and follow the prompts on the screen. In the 'Type of Transcript' section, click '**Return Transcript**' and in the 'Tax Year' section, click '**2015**' then hit the '**Continue**' button and you're finished!

**QUESTIONS?** Email us at [Financial@kirkwood.edu](mailto:Financial@kirkwood.edu) or give us a call at 319.398.7600

