



**Required for Tax Filers – Please submit one of the following for each filer:**

**IRS Data Retrieval Tool:**

Directly import 2017 IRS data into your FAFSA: Log into [www.fafsa.gov](http://www.fafsa.gov), select Make Correction. Choose 2019-20 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter FSA ID and password, then click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box under “Transfer My Tax Information into the FAFSA.” Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. – **OR** – use the below listed instructions for IRS Tax Return Transcripts for 2017 -

**IRS Tax Return Transcript:**

Submit your 2017 Tax Return Transcript (not a copy of your income tax return).Go to [www.irs.gov](http://www.irs.gov). Click on “Get Your Tax Record,” then click “Get Transcript Online” or “Get Transcript by Mail.” Create an account. Select Tax Return Transcript for 2017. Mail or email PDF to the address below.

**Signed Copy of your 2017 Tax Return:**

If your tax preparer has completed your taxes, then you would need the following on the 2017 Tax Returns

Tax Preparer's Information: the tax preparer's Social Security Number (SSN), Employer Identification Number (EIN), or Preparer Tax Identification Number (PTIN); and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.

*A tax return simply stamped "H&R Block", for example, is not acceptable; it must contain the above information necessary to identify the individual who actually completed/prepared the tax return.*

**\*Please note:** The IRS Tax Return Transcripts do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student's and/or spouse's name and ID number on all pages.

**If you did not file a 2017 federal tax return:**

Independent students are required to submit proof of non-filing from the IRS if a 2017 tax return was not filed. Use the link provided below and select “Verification of Non-filing Letter.” *If you are an independent student and/or spouse of the student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.*

- <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

**\*Please note:** The IRS Non-Filer Letters do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student's name and ID number on all pages.

**Verification of 2017 Income Information for Individuals with Unusual Circumstances**

**Individuals Who Filed an Amended IRS Income Tax Return must provide:**

- A 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft must provide:**

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

*Each person signing this worksheet certifies that all of the information reported on it is complete and correct.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (required, if married)

\_\_\_\_\_  
Date

Please complete, sign, and return to:

**Wheeling Jesuit University ■ Financial Aid Office ■ 316 Washington Ave. ■ Wheeling, WV 26003  
Fax ■ 304-243-4397 ■ Email ■ [finaid@wju.edu](mailto:finaid@wju.edu) (please encrypt emails)**