



Instructions for **TAX RETURN** TRANSCRIPT Requirement
Or
IRS WAGE AND INCOME TRANSCRIPTS (W-2s-1099s)

There is no fee for a TAX RETURN or WAGE AND INCOME TRANSCRIPT.

If you are ordering online and it is asking for payment, exit the site immediately. Make sure you are on the www.irs.gov site only.

TAX RETURN TRANSCRIPT:

***Make sure to order the Tax RETURN Transcript.
We cannot accept a “tax account transcript” in place of the tax RETURN transcript.***

- FAFSA - IRS DATA RETRIEVAL*** *is the easiest and quickest way to go, if you qualify for this option.* Please see reverse side for instructions.
Log onto the FAFSA site, www.fafsa.gov, using your FSA ID username and password. Select the FAFSA-IRS DATA RETRIEVAL process from the Income tab of your FAFSA. This will allow the IRS to automatically download your tax information to the FAFSA, which means RRCC will not need a paper copy of it.
- ONLINE at www.irs.gov :**
 - On the home page, click on “Get Your Tax Record”.
 - Select the button "Get Transcript Online"
 - You will then be directed to either "Create Account" or "Log In" for previous users.
 - Once you have established your secure access (login), you should then have access to request transcripts of your tax record.
 - Click **“Return Transcript”** under the “Type of Transcript” and select the tax year you are requesting (2018 tax return transcript for the 2020-2021 aid year)
 - Click “Continue”
 - You should then be able to view your 2018 Tax Return Transcript in .pdf format. Simply print or save the file.
- Wage and Income Statements (W-2s and 1099s)**
 - Follow the steps above at www.irs.gov and request Wage and Income Statements.

Below are the transcripts and years available.

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Show All +
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SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA®

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA.

WHY

EASY Transfer info with the click of a button.

FAST Instantly retrieve your information.

ACCURATE Correctly fill in data fields.

HOW



1 Log in to your current FAFSA, or start a new FAFSA at www.fafsa.gov

2 In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.

3 Click the "Link to IRS" button and log in with the IRS to retrieve your tax return information.

4 Review your tax return information, and see the tax data that will be transferred into your FAFSA.

5 Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.

6 Review your federal tax return information that has been transferred into the data fields on your FAFSA.

WHEN

AVAILABLE

The IRS DRT is available the first Sunday in February.

TRANSFER

Depending on whether you filed your taxes electronically or by mail, you may be able to use the IRS DRT in as little as two weeks from when you filed your tax return.

REMEMBER

If you submitted your FAFSA before you filed your taxes, you can still transfer your tax return information. Log in to your FAFSA and update your tax return status to "Already Completed." You will see the link to the IRS DRT. Follow steps three through six above and resubmit your FAFSA.

The IRS DRT can be used by both students and parents.

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To learn more about the IRS DRT, visit StudentAid.gov/irs-drt