If You Are Selected for Verification You Will Need:

2014 Tax Return Transcript or Use IRS DRT  

☐ Student  ☐ Parent/Spouse

2014 Letter of Non-Filing (Available June 15th)  

☐ Student  ☐ Parent/Spouse

**Instructions on How to Obtain a Transcript or Verification of Nonfiling Letter**

1. Online – To order via web (*Fastest request option*)
   b. Under the Tools tab, select Get Transcript for My Tax Records
      - View and print your transcript immediately.
      - Choose **Tax Return** transcript or a **Verification of Nonfiling Letter**.

2. Mail – To order by mail
   b. Under the Tools tab, select Get Transcript for My Tax Records
      - If ordering my mail, transcripts will arrive in 5 to 10 business days.
      - Choose Tax Return transcript only
      - Please make sure you have your TAMIU ID number placed on the TOP of every single page

3. Phone – To order by phone call: 1-800-908-9946

**Instructions on How to Use IRS Data Retrieval Tool (DRT)**

The IRS Data Retrieval Tools allows you to transfer your tax information directly from the IRS to the FAFSA.

Step 1: Log into [www.fafsa.gov](http://www.fafsa.gov)

Step 2: Click on ‘Make FAFSA Corrections’ Link

- [Make FAFSA Corrections](http://makeafafacorrections.irs.gov) to make a change, add a school, or transfer IRS data into your FAFSA

Step 3: Select the ‘Financial Information’ Tab

Step 4: If your responses to the initial IRS DRT questions are ‘No’ you will be prompted to ‘Link to IRS’

*Note: Filers of amended returns, Victims of Identity Theft, or married individuals with separate tax returns will not have the option to link using the IRS DRT. Please contact our office to identify which paperwork will be required.*

Step 5: Input your filing status and address the EXACT same way it appears on your Tax Return

Step 6: Transfer information now and you will return back to the FAFSA website. Your responses will now indicate “Transferred from the IRS”

Step 7: Select the ‘Next’ button and Submit your FAFSA.