

If you are selected for verification, the IRS Data Retrieval Tool is the ***preferred method*** of providing tax information. However, there are exceptions. Students are unable to utilize the IRS Date Retrieval if one of the conditions applies. They will have to submit an IRS Tax Return Transcript.

- A married student & spouse filed separate tax returns;
- A student has a change in marital status after the end of the tax year (12/31/2012);
- The student did not use the IRS Data Retrieval Process – either on the initial FAFSA or the correction process; or information included on the FAFSA using the IRS Data Retrieval Process was changed after being imported from the IRS; or
- The student filed an amended tax return.

An IRS Tax Return Transcript (Form 4506-T) is a copy of what was entered on an application's tax return.

It is FREE!

Transcripts can be ordered online, by mail or via telephone (800-908-9946). After making requests, students and/or spouses should receive their transcripts within 5 to 10 calendar days. Transcripts can be ordered online, by mail or via telephone (800-908-9946).

A copy of the ***Request for Transcript of Tax Return*** can be found here:

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

Please see mailing address on the form, they vary depending on where you live.

You can request tax return transcripts to be sent directly to UC Hastings, but in order to do this you must request by mail. In this case, the IRS Form 1506T-EZ is sufficient.

If you are not required to file tax, additional documentation from the IRS or tax professionals may be required by the school.

Please contact the Financial Aid Office if you have any questions or need additional information.

Thank you,

Financial Aid Office