

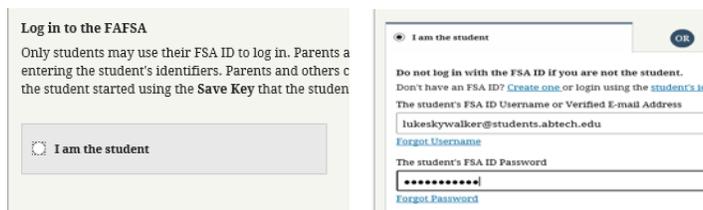
The Financial Aid Office is requesting tax documents from you, the student, and/or your parent(s). To obtain these documents, follow the steps below.

To satisfy requests for tax return transcripts, transfer your tax data directly into the FAFSA using the IRS data retrieval tool and resubmit your application.

- Go to fafsa.ed.gov and select the "Start Here" button



- Log in using your FSA ID



- Select the "Financial Information" tab from the top of the page.



- Answer the questions in the first box to see if you are eligible to use the data tool

For 2016, have you completed your IRS income tax return or another tax return?

For 2016, what is your tax filing status according to your tax return?

Did you file a Puerto Rican or foreign tax return for 2016?
 Yes No

- Click "Link to IRS"



- Enter requested information into the IRS page and click on "Transfer My Information into the FAFSA" option. Be sure to use the home address that is currently on record with the IRS.

- Once you see that the data has been transferred Do Not make changes , if changes are needed please visit the Financial Aid Office

Obtain an Official IRS Transcript

Use this option if you do not qualify for option 1 listed above, or if you have been advised by the Financial Aid Office to provide us with your tax return transcript, Wage & Income Transcript, or Verification of Non-filing Letter.

- Visit IRS.gov and click on “Get Your Tax Record.”



- Click on “Get Transcript Online” or “Get Transcript by Mail.” Getting your transcript online is the fastest method.



Below are the transcripts and years available.

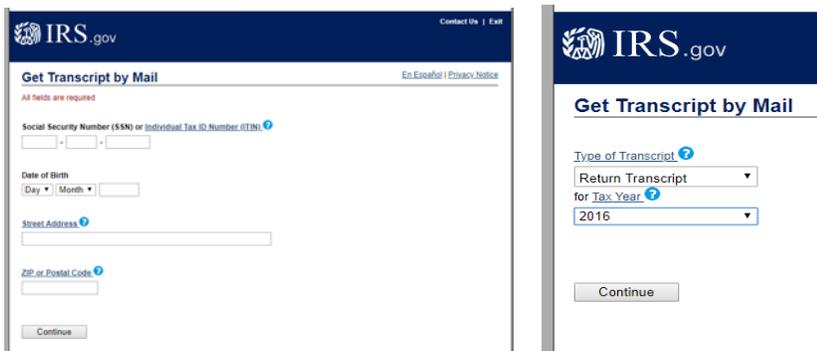
Return Transcript	Record of Account Transcript
2017	N/A
2016	2016
2015	2015
2014	2014

Account Transcript	Wage & Income Transcript
N/A	2017
2016	2016
2015	2015
2014	2014

Below the tables are "Show All" links with a plus icon.

TIP: If the Financial Aid Office requests your **Verification of Non-filing Letter**, you can order it by using the **“Return Transcript”** option for the year in question.

- If you need to request your transcript by mail, enter your information in the required fields. Be sure to use the home address that is currently on record with the IRS. Please note that it can take 5-10 business days for your transcript to arrive by mail. Then, select the type of transcript, the tax year, and click “Continue.”

A screenshot of the IRS.gov "Get Transcript by Mail" form. The form is divided into two columns. The left column contains input fields for Social Security Number (SSN) or Individual Tax ID Number (ITIN), Date of Birth (Day and Month), Street Address, and ZIP or Postal Code. The right column contains a dropdown menu for "Type of Transcript" (set to "Return Transcript") and a dropdown menu for "Tax Year" (set to "2016"). A "Continue" button is located at the bottom of the right column.

In addition to requesting your transcript from IRS.gov, here are some additional options:

1. Call 1-800-908-9946 and follow the voice prompts.
2. Visit our local IRS office to obtain a copy of your transcript. **You must make an appointment first** by calling 1-844-545-5640
 - Internal Revenue Service, Asheville Office, 151 Patton Ave # 167, Asheville, NC 28801
3. To order a Verification of Non-filing Letter by mail, complete and submit Form 4506-T via postal mail to the IRS.