

## Instructions for Providing Tax Documentation (Using the IRT or Ordering a Tax Transcript)

The Federal government recommends using the **IRS Data Retrieval Tool** (part of FAFSA on the Web) to provide your tax documentation. Please be advised that we are no longer allowed to accept a copy of filed tax returns from HR Block or any other tax filing company.

Once your taxes are filed, you can make a FAFSA correction and use the **tool**. It takes up to two weeks for electronically filed tax information to be available for use on your FAFSA and up to eight weeks if filed by paper.

### To use the online IRS Data Retrieval Tool (IRT):

1. Go to [www.FAFSA.gov](http://www.FAFSA.gov)
2. Log in to your 2016-17 FAFSA
3. Select "Make a FAFSA Correction"
4. Navigate to the Financial Information section (for both the student and parent if applicable)
5. Go to "Student Financial Information" page
6. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
7. If eligible, click "Link to IRS"
8. Review the information displayed and select the "Transfer My Information into the FAFSA" option
9. Proceed to the Sign and Submit page.

**Please note:** After you have successfully transferred your tax documentation using the IRS Data Retrieval Tool, you will be returned to your FAFSA to sign with your FAFSA FSA ID to submit the updated information which can take up to 72 hours for it to process & return to financial aid office.

**Note:** You will be unable to use the IRS Data Retrieval option if:

- ✓ Your marital status changed after December 31, 2015
- ✓ You filed your tax return as "married filing separately"
- ✓ You filed an amended tax return
- ✓ You filed a foreign tax return

### If you and/or your parent(s) are unable to or choose not to use the IRS Data Retrieval Tool:

1. Request a 2015 **IRS Tax Return Transcript** for each tax return filed. Be sure to request a **return transcript** and not an account transcript. It takes up to two weeks for electronically filed tax information to be available.
  - Go to [www.IRS.gov](http://www.IRS.gov), under tools click on the "Order a Return or Account Transcript"  
**OR**
  - Call 1-800-908-9946 to order a **Tax Return Transcript**  
**OR**
  - Go to your local IRS office to request a **Tax Return Transcript**. To find a listing of IRS offices in your area, go to: <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>

**Note:** If student and/or parent is married and filed separate 2015 tax returns, you must submit an IRS Tax Return Transcript for each individual who has filed taxes.

2. Once you receive the **Tax Return Transcript in the mail**, bring to the FA Office, or mail it to:

Blackfeet Community College  
Financial Aid Department  
PO Box 819  
Browning, MT 59417  
Fax #: 406-338-3272