

Instructions for IRS Data Retrieval and IRS Tax Return Transcript

Stonehill requires either the IRS Data Retrieval or Tax Return Transcript. *Filing your tax returns electronically and early is recommended.* Incoming committed students and returning students should monitor their myHill account frequently to view the status of any required documents.

If you answer yes to any of the following statements, you are **NOT ELIGIBLE** to use the IRS Data Retrieval Tool; therefore, you must submit a Tax Return Transcript to Stonehill College.

- My tax filing status is Married Filing Separately
- I filed a Puerto Rican or foreign tax return

IRS Data Retrieval Process (preferred method, if eligible)

The IRS Data Retrieval Tool is not available until two weeks after submitting your tax return electronically or up to eight weeks after submitting a paper tax return to the IRS.

1. Go to www.fafsa.gov
2. Log in to the student's FAFSA record
3. Select "FAFSA Corrections" and navigate to the Financial Information section of the form
4. Answer the filtering questions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA
5. If eligible, the parent will be asked for their FSA ID before linking to the IRS Website.
6. Follow the online instructions to complete the IRS Data Retrieval process.

****Note:** If student is dependent, the Data Retrieval tool requires both student and parent signatures (FSA ID). Please be sure to submit the FAFSA after completing this process.

Please note that when using data retrieval for a joint tax return, use the first name that is listed on the tax return to search for the data. (i.e. If John Smith and Sarah Smith filed a tax return together, they would enter John Smith's name when using data retrieval, since it was listed first on the tax return.)

OR

How to Request a Tax Return Transcript

Online Tax Return Transcript

1. Go to www.irs.gov
2. Click on "Get Your Tax Record"
3. Select either "Get Transcript Online" or "Get Transcript by Mail"
 - a. ONLINE IS PREFERRED FOR QUICK TURNAROUND TIME
 - b. The online option will have you create an account for tax filer on the site. *You will need an account number for one of the following financial accounts – credit card, mortgage, home equity loan, home equity line of credit, or auto loan.*
4. **Important:** Enter name and address information exactly as it appears on your tax return.
5. Once an online account is created you will select the reason for requesting a transcript as "Higher Education/Financial Aid", select a **"RETURN TRANSCRIPT"** and the tax year field select **2016**.
6. Save the PDF and/or print a copy.

If you select "Get Transcript by Mail", follow these steps:

1. Enter the tax filer's Social Security number, date of birth, street address and zip code. Enter address information exactly as it appears on your tax return. Click continue
2. In the type of transcript field select **"RETURN TRANSCRIPT"** and in the tax year field select **2016**.
3. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days of the request.

If you are unable to get the Tax Return Transcript online or by mail, you may also try the IRS automated phone transcript service at (800) 908-9946. Please be sure to specify "Tax Return Transcript".

Upon receipt of the Tax Return Transcript, clearly print the student name and Stonehill ID number on the top and submit a complete copy to Stonehill College (keep a copy for your records). Please return the document in PDF format to finaid@stonehill.edu or mail to Student Financial Assistance, Stonehill College, 320 Washington Street, Easton, MA 02357.