



## Nazareth College

### 2017 IRS Tax Return Transcript Request Instructions

#### Quickest option:

- Update the FAFSA using the IRS Data Retrieval Tool (DRT): Log back into the 2019-20 FAFSA with the student/parent FSA ID and indicate you want to make a correction.
- Go to the student/parent financial section and use the student/parent FSA ID to initiate the IRS Data Retrieval Tool to transfer the 2017 student/parent tax information to the FAFSA from the IRS website.
- Sign and resubmit the FAFSA with the student and parent FSA ID. **Nazareth will receive the updated information in about 3 days.**
- If you are not able to use the DRT, follow the instructions below to order a tax return transcript.

OR

#### Online Request (Receive transcript by mail, free of charge)

- Available on the IRS Web site at [www.irs.gov](http://www.irs.gov).
- At IRS homepage, click “**Get My Tax Record**”.
- Click “**Get Transcript by MAIL**”. Make sure to request the “IRS Tax Return Transcript and ***NOT*** the “IRS Tax Account Transcript.”
- Enter the tax filer’s Social Security number, Date of Birth, Street Address, and ZIP Code or Postal Code. Use the address currently on file with the IRS. Generally, the Street Address and ZIP Code will be what was included on the latest tax return filed with the IRS by the tax filer. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer’s information.
- Click “Continue”.
- In the **Type of Transcript** field, select “**Return Transcript**” and, in the **Tax Year** field, select “**2017**”.
- Click “Continue”.
- If successfully validated, tax filers receive a paper IRS Tax Return Transcript at the address included in their online request generally within 10 business days from the IRS’s receipt of the online request.

#### **Send a copy to Nazareth Financial Aid:**

- Email: [finaid@naz.edu](mailto:finaid@naz.edu),
- FAX: (585-389-2317)
- Mail: Nazareth College Financial Aid, 4245 East Ave., Rochester, NY 14618