



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

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2020-21 Tax Retrieval Process

Instructions for Using Data Retrieval Tool (DRT) on FAFSA

The most efficient way to provide your IRS tax information is by using the IRS Data Retrieval Tool (DRT) with your FAFSA application

- Go to www.fafsa.gov and select Login
- Select "[Make FAFSA Corrections](#)"
- Select the Financial Information tab and follow the instructions provided. Be sure to enter your address exactly as it appears on your Federal taxes
- Once the IRS data transfer is complete, electronically **SIGN** and **SUBMIT** your FAFSA

Instructions for Obtaining Tax Return Transcripts if unable to use the Data Retrieval Tool on FAFSA

If you are unable to use the Data Retrieval Tool, or you choose not to, you may submit

- A copy of all required Tax Return Transcripts or
- Signed copies of your 2018 Income tax returns and all schedules.

Online Request

- Go to <https://www.irs.gov/individuals/get-transcript>
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL"
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
- Make sure to request the "**IRS Tax RETURN Transcript**" and **NOT** the "IRS Tax Account Transcript"

Telephone Request 1.800.908.9946

Individuals Who Filed an Amended IRS Income Tax Return: Provide a copy of the IRS tax return transcript and a signed copy of the IRS form 1040X

Individuals Who Were Victims of Tax Administration Identity Theft: Call the IRS at 1.800.908.4490

Individuals Who DID NOT, and were not required to file a 2018 tax return

- Provide the Verification of Non-filing Letter (provides proof that the IRS has no record of filed Form 1040 for the year requested)
- Provide Copies of W-2's and/or 1099 forms from ALL employers. Replacement copies of W-2's may be obtained from your employer or by requesting a Wage and Income Transcript from the IRS (www.IRS.gov)

Online Request

- Go to <https://www.irs.gov/individuals/get-transcript>
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL"
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS.
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2018**"

Telephone Request 1.800.908.9946

Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2018**"

Notifications of nondiscrimination and contact information can be found at www.ccac.edu, search keywords "notifications of nondiscrimination."