![Northwest State Community College logo]

2020 Federal Tax Information

Your FAFSA was randomly selected by the U.S. Department of Education for a review process called "Verification." **Verification must be completed before your financial aid awards will be determined.** In order for NSCC to complete the verification process, we need you to complete **one** of the following:

1. Update your tax information on your FAFSA by using the IRS Data Retrieval Tool.
2. Submit a *signed* copy of the 2020 Federal Tax Form 1040 and Schedules 1-6.
3. Order your 2020 tax information from the IRS website. You can order your taxes by printing them online or requesting them to be mailed to the address on your tax return.
4. Submit the 4506-T Form to the IRS – visit www.irs.gov to access the latest version of the form.

The preferred method is to use the Data Retrieval Tool, however, there may be situations in which the Data Retrieval Tool will not work and your only option will be to provide your Federal Tax Return.
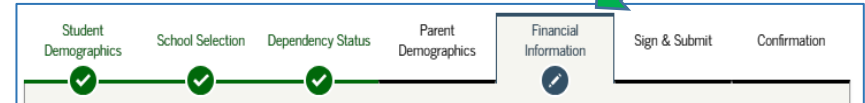
Examples of situations in which you may be not be able to use the Data Retrieval Tool include:

➢ Your marital status does not match your tax filing status

  o Married filed separately; Single filed jointly

➢ You filed an amendment to your 2020 taxes. If you filed an amendment, please provide a copy of your *original* 2020 Form 1040 and Schedules 1-6 AND submit a signed copy of IRS Form 1040X to show the tax information that was amended.
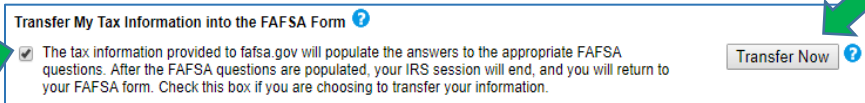
If you have any issues with ordering your tax transcript, please contact the IRS at 1-800-908-9946.

IRS Data Retrieval Tool

1. Visit the FAFSA website https://studentaid.gov/h/apply-for-aid/fafsa
2. Click on the **Log In** icon and enter either your FSA ID or your name, social security number, and date of birth
3. Select the **Make FAFSA Corrections** link
4. Enter your Save Key then click **Next**
5. Click on the **Financial Information** tab

6. Answer the questions regarding the Student/Parent Tax Information. After you have answered the questions, click **LINK TO IRS**.
7. Read the pop up warnings that appear to notify that you are leaving the FAFSA website and select **OK**.
8. Enter your tax filing information (name, status, and address) as it appears on your federal taxes *IMPORTANT* The information needs to match taxes exactly in order for the IRS to match your identity.
9. Check mark the box to **Transfer My Tax Information in the FAFSA**. Then select **Transfer Now**.

10. Your tax information on the FAFSA will display with bold indications stating **Transferred from IRS**.
11. If you are a dependent student, repeat steps for parental tax information
12. Click **Next** until you reach the **Sign and Submit tab**. Enter in your FSA ID and agree to the terms and conditions of the FAFSA. Click **Submit**.
13. Within 3-5 business days, NSCC will receive an updated FAFSA which will satisfy your tax transcript requirement on your myNSCC account. You will also receive a confirmation letter from the IRS confirming that your tax information was transmitted to your FAFSA.

Print your 2020 IRS Tax Return Transcripts Online

1. Visit the IRS website www.irs.gov
2. Click **Get Your Tax Record**
3. Select **Get Transcript Online**
4. **Log In** with your IRS log in information OR select First Time User
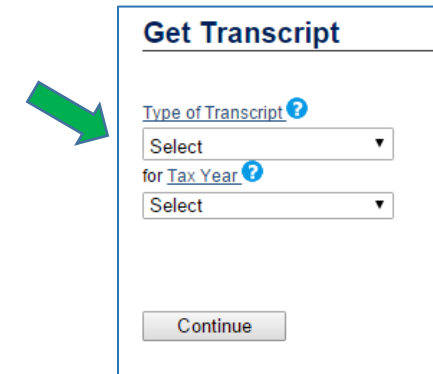
> To log in as a first time user:
>
> - Select **Continue** to proceed with Registration
> - Select **Yes** for 'You Will Need Some Information About Yourself to Register"
> - Select **Yes** for Financial Aid Account to Register
> - Select **Yes** for Mobile Phone to Register
> - Enter your personal information and select **Send Code**
> - Enter your email confirmation code and select **Continue**
> - Enter your personal information and financial account number and select **Continue**.
> - Verify your mobile phone number and select **Send Message**
> - Enter the 6-Digit Activation Code that will be sent to your phone and select **Continue**
> - Create your user profile and select **Continue**

5. Once you have successfully logged in, select **Higher Education/Student Aid** as your "Reason for Transcript"
6. Select **2020 Return Transcript** *IMPORTANT* Make sure you turn off your pop up blocker! Your taxes will open in a browser. Please **print and submit to the Financial Aid Office**

Northwest State Community College
Attn: Financial Aid Office
22600 State Route 34
Archbold, OH 43502
Phone: 419-267-1333 Fax: 419-267-5587
finaid@northweststate.edu

Request your 2020 IRS Tax Return Transcripts To Be Mailed

1. Visit the IRS website www.irs.gov
2. Click **Get Your Tax Record**
3. Select **Get Transcript by Mail** icon
4. Enter your personal information then select **Continue** (if you filed jointly, the tax account data is listed under the social security number of the primary taxpayer shown on your tax return)
5. Select **Return Transcript** and the year for the Tax Return Transcript that you are requesting then click **Continue**

6. You should receive your Return Transcript in the mail within 5-10 business days.
7. Submit to the Financial Aid Office

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