Student Tax Return

You can transfer 2011 Federal Tax Return information from the IRS to the FAFSA. Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after the return has been filed. Data from paper tax returns will be available in 6-8 weeks.

Using the FAFSA "IRS Data Retrieval"

- Go to www.fafsa.gov to make a correction/update to your FAFSA. You **must actively choose** to utilize the data retrieval tool. If you choose to do so, you will be transferred to the Internal Revenue Service web site.
- Tax data will be presented and the applicant will have the option to "Transfer" the tax information to the FAFSA.

You cannot use the IRS Match and must request a Federal Tax Return Transcript if:

- You have filed a tax return using a Tax ID Number (TIN)
- You have a marital status change after December 31, 2011
- You indicate you have not yet filed or will not file a tax return
- You have a tax status of "married filing separately"
- You filed an amended tax return
- You filed a foreign tax return

Submitting a Paper Federal Tax Return Transcript

If you are unable to participate in the IRS Match or cannot download your information, you will need to request a Tax Return Transcript from the IRS and submit this to our office. **Please be sure that you sign it.**

Requesting Federal Tax Transcripts Forms from the IRS:

If you need a paper copy of your 2011 Federal Tax Return, go to www.irs.gov or call 1-800-908-9946 to request a free copy of your Federal Tax Return Transcript. You should receive your transcript 10 business days from the time they receive your request.

Not Filing a Tax Return

If you did not file a tax return, please check here _____ and list the income earned from work:
Student $_____ Spouse $_____

CERTIFICATION STATEMENT: You must read and sign this statement.
I certify that all of the information provided on this letter and on the attached documentation is accurate and complete. If I purposely give false or misleading information, I may be fined $20,000, sent to prison, or both.

Student signature _____ Date _____

Ball State Student ID # _____