

To use the IRS Data Retrieval Tool from your FAFSA:

- 1) Go to FAFSA.gov
- 2) Select "Start Here" and Login
- 3) Select "Make FAFSA Corrections"
- 4) Navigate to the Financial Information section of the form
- 5) Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer IRS income tax information into your FAFSA

To request a copy of tax return transcript from the IRS:

- 1) Go to [www.irs.gov](http://www.irs.gov)
- 2) Under "Tools" select "Get Transcript of Your Tax Records"
- 3) Select the method of delivery, Online or Mail, and follow steps

OR

- 1) Call 1-800-908-9946
- 2) Request IRS Tax Return Transcript
  - Be sure to have the tax filers Social Security Number, date of birth, and the address on file with the IRS. Normally this will be the address used when the IRS tax return was filed.

If unable to get a tax return transcript following the first two options mentioned above, request a tax transcript and have it sent directly to our school.

<p><b>Form 4506-T</b> (Rev. January 2012) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Transcript of Tax Return</b></p> <p>▶ Request may be rejected if the form is incomplete or illegible.</p>	<p>OMB No. 1545-1872</p>
<p><b>Tip.</b> Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at <a href="http://irs.gov">irs.gov</a> and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use <b>Form 4506, Request for Copy of Tax Return</b>. There is a fee to get a copy of your return.</p>		
<p>1a Name shown on tax return. If a joint return, enter the name shown first.</p>	<p>1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)</p>	
<p>2a If a joint return, enter spouse's name shown on tax return.</p>	<p>2b Second social security number or individual taxpayer identification number if joint tax return</p>	
<p>3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)</p>		
<p>4 Previous address shown on the last return filed if different from line 3 (see instructions)</p>		
<p>5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.</p>		
<p><u>Hennepin Technical College; Fin Aid Office; 13100 College View Drive; Eden Prairie, Mn 55347; Fax 952-995-1389; Phone 763-488-2500</u></p>		
<p><b>Caution.</b> If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once</p>		

Enter our address here

If you, or parents, are married and filed separate tax returns, separate tax return transcripts must be submitted for each of you.