



## Use the IRS Direct Data Exchange Process

This process can be used when completing or correcting the FAFSA application. You will be required to give your consent to have your 2022 federal income tax information uploaded from the Internal Revenue Service (IRS) into the FAFSA. This is available to the student and/or parent tax filer within 2 to 3 weeks after electronically filing your 2022 Federal income tax return (6-8 weeks if the tax return is filed by paper) and paying your IRS tax liability, if applicable. This is the fastest, easiest and most accurate method to include your final 2022 Federal income tax information on the FAFSA.

## OR You May Use the IRS Tax Return Transcript Request Process

2022 Federal income tax filers (students and parents) who elect not to use the IRS Data Retrieval Process or do not qualify to use the IRS Data Retrieval Process must submit a 2022 IRS Tax Return Transcript to the Student Financial Planning Office. To request a return transcript free of charge from the IRS, select the one of the following methods. Your 2022 Federal income tax return must be accepted by the IRS and you must have paid your 2022 IRS tax liability, if applicable, before you may request a transcript.

### On-line:

1. Go to [www.irs.gov](http://www.irs.gov)
2. Enter "Get your tax record"
3. [ ] "Get transcript online" blue box and follow the instructions that will allow you to print out **2022** return transcript(s) immediately **OR**
4. [ ] "Get transcript by mail" blue box and enter your Social Security Number, date of birth, street address, and zip code. (Be sure to use the **exact** address currently on file with the IRS). Click Continue; under Select Transcript select **Return Transcript** under Select Tax Year, select **2022**. If successfully validated, tax filers can expect to receive paper IRS Tax Transcript(s) in the mail within 5 to 10 days **OR**
5. By Automated Telephone Request by dialing 1-800-908-9946 and following the prompts. Transcript is generally received within 5-10 business days.

*D.*