

### LINK TO THE IRS

1. Go to [www.fafsa.gov](http://www.fafsa.gov) – Log In
2. Click “make corrections”
3. Click “next” at bottom
4. Go to “financial information” tab
5. Make sure it says taxes are “already completed” and all boxes are checked “no”.
6. Click “Link to IRS”
7. Click “ok” twice
8. Fill in address EXACTLY as it appears on taxes\*  
If you have a P.O. Box, ONLY put the number where it says “PO Box”
9. Press “Submit”
10. **VERY IMPORTANT** Click box on left “transfer my information” and “Transfer Now”
11. SIGN and SUBMIT your FAFSA. We should receive in 24-48 hours.

\*You have 2 tries to put in your address, then you will be locked out for 2 days.

### TAX RETURN TRANSCRIPT

If you cannot link your taxes,

1. Go to [www.irs.gov](http://www.irs.gov)
2. Under “Tools” – click “Get a tax transcript”
3. “Get Transcript online” – if you have credit information, you can print this transcript. Make sure to request **Tax Return Transcript**. OR
4. “Get Transcript by Mail”, which usually takes 5-10 days.

### VERIFICATION OF NON-FILING LETTER

- If you did NOT work in the year we are requesting income; or
- If you earned wages but did NOT file taxes in the year we are requesting income

1. Go to [www.irs.gov](http://www.irs.gov)
2. Under “Tools” – click “Get a tax transcript”
3. “Get Transcript online”
4. Request Verification of non-filing letter (4506-T)
5. Print and complete, then mail to:
  - a. Internal Revenue Service  
RAIVS Team  
PO Box 145500  
Stop 2800F  
Cincinnati, OH 45250
  - b. Or fax to: 1-859-669-3592