

LINK TO THE IRS

1. Go to 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
2. Under “Tools” – click Get Transcript of Your Tax Records
3. “Get Transcript by Mail”, which usually takes 5-10 days.

If you cannot do any of the above,

1. Print a 4506-T and mail to the IRS – This should take 2-3 weeks to receive.