ACCEPTABLE TAX DOCUMENTATION

PLEASE USE ONE OF THE FOLLOWING METHODS TO SATISFY THE STUDENT/PARENT/SPOUSE TAX REQUIREMENT

METHOD 1--IRS DATA RETRIEVAL

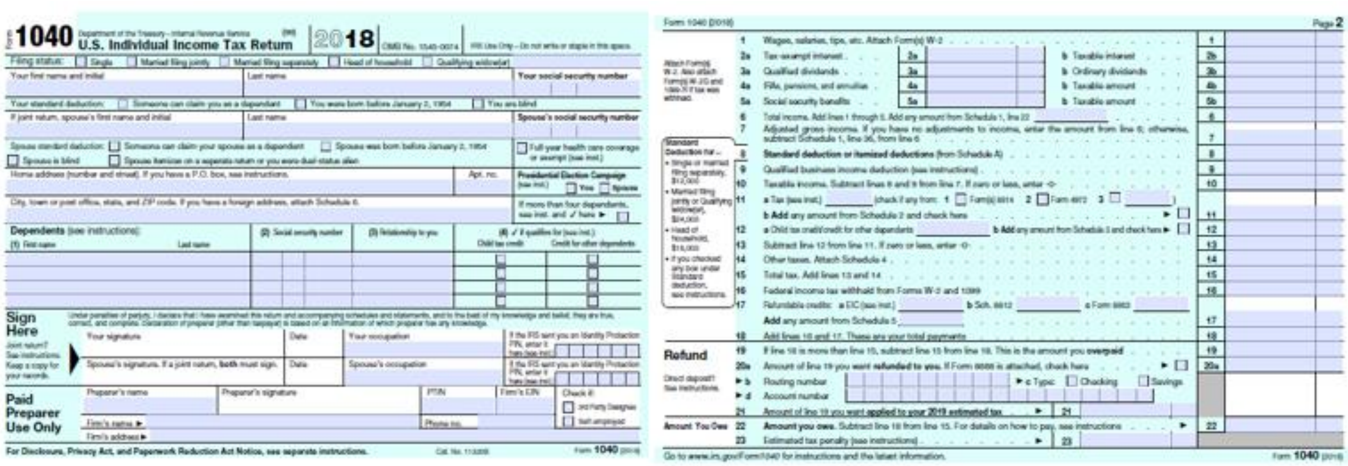
The IRS Data Retrieval Tool (DRT) process allows a student and his/her parent(s) to transfer IRS tax information directly from the IRS into the FAFSA. Go to the "Financial Information" section of the FAFSA to complete the transfer for the student and parents (if applicable).

OR

METHOD 2--SUBMIT A SIGNED COPY OF FEDERAL 1040 TAX RETURN FORM AND ALL APPROPRIATE SCHEDULES

- Submit the federal 1040 form, not the state form (see example below)
- Ensure it's signed by one of the filers
- Ensure all applicable Schedules are also submitted (see examples below)

1040 Form Example



Schedule 1 Example

SCHEDULE 1 (Form 1040) — Department of the Treasury, Internal Revenue Service

Additional Income and Adjustments to Income

▶ Attach to Form 1040.
▶ Go to *www.irs.gov/Form1040* for instructions and the latest information.

OMB No. 1545-0074 — **2018** — Attachment Sequence No. **01**

Name(s) shown on Form 1040 | **Your social security number**

Additional Income	1–9b	Reserved			1–9b	
	10	Taxable refunds, credits, or offsets of state and local income taxes			10	
	11	Alimony received			11	
	12	Business income or (loss). Attach Schedule C or C-EZ			12	
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶ ☐			13	
	14	Other gains or (losses). Attach Form 4797			14	
	15a	Reserved			15b	
	16a	Reserved			16b	
	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E			17	
	18	Farm income or (loss). Attach Schedule F			18	
	19	Unemployment compensation			19	
	20a	Reserved			20b	
	21	Other income. List type and amount ▶			21	
	22	Combine the amounts in the far right column. If you don't have any adjustments to income, enter here and include on Form 1040, line 6. Otherwise, go to line 23			22	
Adjustments to Income	23	Educator expenses	23			
	24	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106	24			
	25	Health savings account deduction. Attach Form 8889	25			
	26	Moving expenses for members of the Armed Forces. Attach Form 3903	26			
	27	Deductible part of self-employment tax. Attach Schedule SE	27			
	28	Self-employed SEP, SIMPLE, and qualified plans	28			
	29	Self-employed health insurance deduction	29			
	30	Penalty on early withdrawal of savings	30			
	31a	Alimony paid **b** Recipient's SSN ▶	31a			
	32	IRA deduction	32			
	33	Student loan interest deduction	33			
	34	Reserved	34			
	35	Reserved	35			
	36	Add lines 23 through 35			36	

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 71479F **Schedule 1 (Form 1040) 2018**

Schedule 2 Example

SCHEDULE 2 (Form 1040) — Department of the Treasury, Internal Revenue Service

Tax

▶ Attach to Form 1040.
▶ Go to *www.irs.gov/Form1040* for instructions and the latest information.

OMB No. 1545-0074 — **2018** — Attachment Sequence No. **02**

Name(s) shown on Form 1040 | **Your social security number**

Tax	38–44	Reserved	38–44	
	45	Alternative minimum tax. Attach Form 6251	45	
	46	Excess advance premium tax credit repayment. Attach Form 8962	46	
	47	Add the amounts in the far right column. Enter here and include on Form 1040, line 11	47	

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 71478U **Schedule 2 (Form 1040) 2018**

Schedule 3 Example

SCHEDULE 3 (Form 1040) — Department of the Treasury, Internal Revenue Service

Nonrefundable Credits

▶ Attach to Form 1040.
▶ Go to *www.irs.gov/Form1040* for instructions and the latest information.

OMB No. 1545-0074 — **2018** — Attachment Sequence No. **03**

Name(s) shown on Form 1040 | **Your social security number**

Nonrefundable Credits	48	Foreign tax credit. Attach Form 1116 if required	48	
	49	Credit for child and dependent care expenses. Attach Form 2441	49	
	50	Education credits from Form 8863, line 19	50	
	51	Retirement savings contributions credit. Attach Form 8880	51	
	52	Reserved	52	
	53	Residential energy credit. Attach Form 5695	53	
	54	Other credits from Form **a** ☐ 3800 **b** ☐ 8801 **c** ☐	54	
	55	Add the amounts in the far right column. Enter here and include on Form 1040, line 12	55	

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 71480G **Schedule 3 (Form 1040) 2018**

OR

METHOD 3--IRS TAX RETURN TRANSCRIPT

You can request a transcript two ways:

- Online: www.irs.gov/Individuals/Get-Transcript
- Paper process (IRS Form 4506T-EZ or Form 4506-T)

Online Transcript Request--Available Immediately

1. To request a tax return transcript, go to https://www.irs.gov/individuals/get-transcript
2. Click “Get Transcript Online” button. If a returning user, log in with your username. If you are a new user, you will have to create an account. In order to use the Get transcript online option you will need one of the following:

- Credit Card
- Mortgage or Home Equity Loan
- Home Equity Line of Credit
- Auto Loan

In addition, you will need a mobile phone number that your name is associated with. If you do not have a mobile phone number associated with your name, you can request an activation code via mail. The activation code takes 10-15 days to receive. If you have to wait on an activation code, please follow the instructions below to request a tax return transcript by mail; please allow 10-15 days for documents to arrive by mail.

Online Transcript Request--Mailed to You

1. To request a tax return transcript, go to https://www.irs.gov/individuals/get-transcript
2. Click “Get Transcript by Mail” button
3. Fill in Social Security Number, Date of Birth, Street Address, and Zip Code
4. Click “Continue”
5. Type of Transcript: “Return Transcript”

You should receive the transcripts in 10 to 15 days via mail.

Notes:

- If you had a change of address, you will need to contact the IRS regarding this situation.
- If you are a victim of identity theft, please contact the IRS at 1-800-908-4490 for assistance in obtaining your documents.
- If you have amended your tax return, you will need to provide a copy of your tax return transcript as well as a SIGNED copy of the Federal form 1040X (amended return).
- If an applicant has reported an IRA rollover on his or her federal tax return, this information should be brought to the attention of the Financial Aid Office.