



*****Important notice for students submitting 2018 Tax Information*****

New regulations from the Department of Education require that we can only accept an IRS **Tax Return Transcript** (*Some exclusions may apply if you have filed a foreign tax return or an amended return. Please speak to a Financial Aid Specialist for details*). Be aware that most transcript requests may take 10 to 30 days to be processed by the IRS once your return is filed, although in some cases it may be longer.

There are several options for you to obtain your free 2018 IRS Tax Return Transcript and/or Wage Transcript:

- **Use the IRS Data Retrieval Tool located on the FAFSA (PREFERRED)**
 - Login to FAFSA using your FSA ID and select make FAFSA corrections
 - Go to the financial information tab
 - Select already completed for 2018 taxes
 - Select the correct filing status according to your tax return
 - Answer, "Did you file a Puerto Rican tax return for 2018? If you select yes then you will not be able to use the IRS Data Retrieval Tool and will need to select a different method to provide the tax transcript. If you select No, you can proceed to the link to IRS button and proceed to site.
 - Make sure all the information is correct and matches your identity. Enter your home address exactly as it appears on your 2018 tax return. EX: 123 E. First St, 123 East 1st Street. It has to be exactly how it is on your tax return then click submit.
 - Check the button that says transfer my tax information into the FAFSA form.
 - Scroll over and click transfer now. If you do not click this, the information will not transfer.
 - Sign and Submit your FAFSA.
 - Notify financial aid office that you returned to FOTW and completed the IRS Data Retrieval.
- **Telephone Request – Appointment or Mail**
 - For any of the above options, call **1-844-545-5640**
 - You can request any necessary transcripts such as 2018 Tax, 2018 Wage or 2018 Account *****Please confirm with financial aid which transcripts are currently required*****
 - When making an appointment, it will be for the 555 N Woodlawn, Building 4; Wichita, KS Location where you can request a printed copy of any necessary transcripts such as 2018 Tax, 2018 Wage or 2018 Account *****Please confirm with financial aid which transcripts are currently required*****
- **Online Request - Get Transcript by MAIL**
 - Available on the IRS Web site at <http://www.irs.gov> .
 - Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records"
 - Click "Get Transcript by MAIL."
 - Acknowledge the disclosure pop up box that appears by clicking "OK."
 - Complete the required fields (SSN, DOB etc.) then click "Continue."
 - In the **Type of Transcript** field, select "Return Transcript" and, in the **Tax Year** field, select "2018."
 - Click "Continue."

- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.
- IRS2Go App
 - Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
 - Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- Automated Telephone Request
 - Available from the IRS by calling 1-800-908-9946.
 - To continue in English press 1, Spanish press 2.
 - Tax filers must follow prompts to enter their Social Security number and the numbers in their street address
 - Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2018.**”
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.
 - IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.

Please contact WSU Tech Financial Aid for any questions or concerns at (316) 677-9400. Thank you for your understanding and attention to this matter.