



**\*\*\*Important notice for students submitting 2021 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.

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**There are several options for you to obtain your free 2021 IRS Tax Return Transcript and/or Wage Transcript:**

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**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 parent financials (for dependent students) or student financials tab
- Select already completed for 2021 taxes
- Select the correct filing status according to your tax return
- Select the Link to IRS button that will appear if you are eligible to utilize the data retrieval tool
- Make sure all the information is correct and matches your identity. Enter your home address exactly as it appears on your 2021 tax return. EX: 123 E. First St, 123 East 1<sup>st</sup> Street. It has to be exactly how it is on your tax return then click submit.
- Certify that you wish to transfer this information to your FAFSA by selecting the check box next to this option.
- Click transfer now. If you do not click this, the information will not transfer.
- Sign and Submit your FAFSA.
- **Notify** the financial aid office that you returned to the FAFSA on the web and completed the IRS Data Retrieval.

**Online Request - Get Transcript by Mail or Electronically**

- Available on the IRS Web site at <http://www.irs.gov>.
- Select "Get Your Tax Record"
- Scroll down until you view the options to "Request Online" and "Request by Mail"
  - If Requesting by mail:
    - Acknowledge the disclosure by clicking "OK"
    - Complete the required fields (SSN, DOB etc.) then click "Continue"
    - Select the transcript type "Return Transcript" and select the tax year "2021"
    - 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.
  - If requesting electronically:

- Either log in or create an account
  - Select the tax year “2021” for the tax return transcript option
  - Print or save the file to then submit to the financial aid office
- Telephone Request – Appointment or Mail
  - For any of the above options, call **1-844-545-5640**
  - You can request any necessary transcripts such as 2021 Tax or 2021 Wage  
**\*\*\*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 2021 Tax or 2021 Wage  
**\*\*\*Please confirm with financial aid which transcripts are currently required\*\*\***
- 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 “2021”
  - 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.
- Request Verification of Non-Filer by form 4506-T
  - The FAFSA indicates you, the student, your parent or spouse did not or will not file a 2021 Federal Tax Return with the IRS. We need verification that a tax return was not filed or required to file for 2021.
  - To request a verification of non-filing letter from the IRS you will need to complete the form 4506-T. You can access this by going to [www.irs.gov](http://www.irs.gov) or requesting it from the Financial Aid Office.
  - Please follow the instructions and check box 7 to request the verification of non-filing.
  - Complete the form to its entirety or it will be rejected by the IRS.
  - You can mail or fax the 4506-T to the address listed on the form based on the state you lived in. Please locate the correct mailing address or fax number on page 2 of the 4506-T.
  - Once you receive the verification of non-filing from the IRS you will need to provide the Financial Aid Office with a copy to complete your requirements.

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.