

Instructions for IRS Data Retrieval and Tax Return Transcript Request

We **cannot** accept a copy of your tax return (i.e. 1040) for the verification process. Unless you filed a tax return with a taxing authority in a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands) or with a foreign central government and are unable to secure a transcript at no charge from the jurisdiction taxing authority.

IRS tax information is usually available to retrieve or to request 2 weeks after filing electronically or 8 weeks after mailing if you do not owe a balance to the IRS. If you do owe, your 2015 tax information may not be available until May 2016.

IRS Data Retrieval:

The IRS Data Retrieval tool has been suspended until extra security protections can be added by the Internal Revenue Service (IRS). The Data Retrieval Tool is not anticipated to be back online until the 2018-19 FAFSA cycle. Alternative means of completing verification can be utilized by requesting a tax return transcript found below.

For additional information about the IRS Data Retrieval Tool please visit www.wiu.edu/fa.

Tax Transcript Request from IRS:

If you or your parent(s) are unable to use the Data Retrieval Tool, use the instructions below to request your IRS tax return transcript. More detailed instructions are available at www.wiu.edu/verification.

IRS - Get Transcript	
<ul style="list-style-type: none"> • www.irs.gov/transcript • IRS's preferred Transcript delivery channel • Accessible after taxpayer authenticates identification • Do not proceed as 'guest' • Select appropriate tax year - * beside year means not available yet • Provides IMMEDIATE display of transcript via PDF file • User can view, print, and/or save the file 	

Automated Phone	Mail	IRS2Go	Form 4506T-EZ
<ul style="list-style-type: none"> • 1(800)908-9946 • Self-service • 5-10 day delivery to address on file 	<ul style="list-style-type: none"> • www.irs.gov/transcript • Select "Get Transcript by Mail" • 7-10 day delivery to address on file 	<ul style="list-style-type: none"> • Mobile app available for Android and iOS • Self service • 5-10 day delivery to address on file 	<ul style="list-style-type: none"> • http://www.irs.gov/pub/irs-pdf/f4506tez.pdf • Send to address or fax # on page 2 • Third party address must be very specific • 10-20 day delivery to specified address

Note: Please keep your original transcript(s) and send us a photocopy with your name and WIU ID.