Please include your Student ID# on all documents.

- **OPTION 1:** You may submit this information on your FAFSA by using the IRS data retrieval tool
- **OPTION 2:** Call IRS at 1-800-908-9946 to use the automated phone tool
- **OPTION 3:** You may request a copy of the TAX RETURN TRANSCRIPT

**OPTION 1: How to Use the IRS Data Retrieval Tool**

To use the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov) on the student or parent finances pages:

1. If you indicated that you recently filed your taxes or have already used the IRS Data Retrieval Tool to transfer your tax return information into your application, then click the “View option to link to the IRS” hyperlink. ([Note: If you are eligible to use the IRS Data Retrieval Tool and have not previously used it to transfer your tax return information into your application, then the “View option to link to the IRS” hyperlink does not display; skip ahead to step 2.]

2. Enter your Federal Student Aid PIN and click Link To IRS. ([Note: Students will not be asked to enter their PIN if they entered a PIN to begin their FAFSA.]

3. Your FAFSA will be saved and you will be transferred to the IRS Web site.

4. On the IRS Web site, enter the requested information exactly as it appears on your tax return.

5. After the IRS has validated your identification, your IRS tax information will display. You can either transfer your information from the IRS, or choose to return to [FAFSA on the Web](http://www.fafsa.gov).

If you transfer your IRS tax information, questions that are populated with that tax information will be marked with “Transferred from the IRS.”

**However, there are a few scenarios in which students and parents are ineligible to use the IRS Data Retrieval Tool, such as:**

- The student/parent is married, and either the student/parent or his/her spouse filed as Married Filing Separately.
- The student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
- The parents’ marital status is “Unmarried and both parents living together.”
- The student/parent filed a Form 1040X amended tax return. Remember, the Form 1040X is used to correct your original tax return.
- The student/parent filed a Puerto Rican or foreign tax return.
Any students or parents who meet the above criteria will need to request a Tax Transcript.

**OPTION 3: Requesting a copy of your IRS Tax Transcript.**

- Under “Tools” click on Get Transcript of your Tax Records
- Click “Get Transcript Online” and create an account.
- Once your request has been authenticated, a second window will display the transcript in a portable document format (PDF).
- Your transcript can then be saved and/or printed for submission to the school. You can submit by fax at (678-359-5120), or email at (finaid@gordonstate.edu).
- **MUST CONTAIN THE IRS LOGO FOR AUTHENTICATION PURPOSES**

If you have any questions, please feel free to call the Financial Aid Office at 678-359-5990. Gordon State College has a deadline of July 1st in order to guarantee student files will be processed in time for Fall semester. The deadline for Spring semester is September 1st, and the deadline for Summer semester is April 1st. Students who have not submitted all of the required documentation for verification by these deadlines run the risk of not having their financial aid verified in time for school to begin for the appropriate semester. Students who fail to submit requested documentation are considered “incomplete” and will not receive an award.

Please check Banner Web to verify documentation was received. Allow 48 hours before doing so. For directions on checking Banner web, please click the following [how to](#) link.