2015-2016 Verification

How to submit your 2014 IRS Tax Transcripts to the Office of Scholarships & Financial Aid

**Use IRS Data Retrieval Tool**
*Will not work with foreign or amended taxes.*
- Log on to www.fafsa.gov and select “Make FAFSA corrections”.
- Enter FAFSA PIN. Link to the IRS and fill in pop-up information. When tax information appears, select “Transfer Now” to link IRS data to FAFSA.
- Sign FAFSA with student PIN (and parent PIN for dependent students) and “Submit”.

You should receive a confirmation number and our office will receive your tax transcripts electronically in about a week.

**Download & Print Transcript**
- Go to www.irs.gov and look under the “Tools” column.
- Click “Get transcript of your tax records”.
- Click “Get transcript online”.
- Sign in or create an account.
- Follow the instructions on screen to request and print “Tax Return Transcripts” for 2014. (You may also print “W2s” if needed.)
- Return printed transcripts to our office.

Our fax number, email and address are listed below.

**Can’t do either of the above options?**

Request tax transcripts by phone. Call 1-800-908-9946. Select federal tax return transcript (press #2) and return transcripts to our office:

Uniniversity of Wisconsin-Parkside, Office of Scholarships & Financial Aid, 900 Wood Road, P.O. Box 2000, Kenosha, WI 53141-2000

FAX: 262-595-2216 Email: finaid@uwp.edu Telephone: 262-595-2574