

INCOME VERIFICATION INSTRUCTIONS

You have been selected by the federal government for a process called verification. SUNY Cortland must collect federal income tax documentation. This can be done in one of two ways.

OPTION # 1: IRS DATA RETRIEVAL TOOL

Most students and parents who filed their IRS tax return are able to transfer their IRS income tax information directly to the Free Application for Federal Student Aid (FAFSA). This option streamlines the processing of your application and avoids unnecessary delays in processing your financial aid. **This is the recommended and preferred option.**

NOTE: Please allow approximately two weeks from the date you filed your tax return electronically to use the IRS Data Retrieval. If you chose to file a paper return, please allow 6-8 weeks for processing by the IRS.

TO USE THE IRS DATA RETRIEVAL TOOL:

1. Log into your FAFSA at www.FAFSA.gov, select "Make FAFSA Corrections," navigate to the student and parent financial sections.
2. Under the "Income" sections click "Link to IRS" and you will be transferred to the IRS website
3. On the IRS website, enter all required information to authenticate your identity
4. After verification, your IRS tax information will be displayed. Select "Transfer My Tax Information into the FAFSA"
5. All automatically populated tax questions will be marked with " Transferred from the IRS" when you return to the FAFSA

STEP-BY-STEP INSTRUCTIONS:

View the "IRS DATA RETRIEVAL TOOL" video located in the "**Forms and Resources**" page at www2.cortland.edu/cost-aid/

Filers will be unable to use this option if:

- A tax return has not or will not be filed
- An amended tax return was or will be filed
- A tax filing status of Married, Filing Separately was designated
- A foreign tax return was filed

OPTION # 2: IRS TAX RETURN TRANSCRIPT

Parents/students who are unable or choose not to use the IRS Data Retrieval Tool can submit an IRS Tax Return Transcript. The IRS Tax Return Transcript is a paper document that is either mailed to your home or available online. Once you receive the Transcript, you will then need to submit a copy to SUNY Cortland Financial Aid Office.

OBTAIN THE IRS TAX RETURN TRANSCRIPT:

- at www.IRS.gov and select "**Get Transcript of Your Tax Records**" request the "**IRS Tax Return Transcript**"

SPECIAL FILING STATUS DOCUMENTATION INSTRUCTIONS

Individuals Granted A Filing Extension By The IRS and Have Not Completed Their Federal Income Tax Forms:

- Must submit a copy of 2014 IRS Form 4868, "Application for Automatic Extension"
 - **Please note** that aid will not disburse or act as a deferral against your bill until all completed income tax forms have been submitted

Individuals Who Filed an Amended IRS Income Tax Return in 2014

- Must submit 2014 IRS Tax Return Transcript
- A signed copy of the IRS Form 1040X, "Amended U.S. individual income Tax Return" filed with the IRS

Individuals Who Were Victims of Identity Theft and unable to obtain a IRS Tax Return Transcript

- Must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the filer's 2014 IRS income tax return information

Individuals Who Filed Non-IRS Income Tax Returns

- Must provide a signed copy of that 2014 income tax return