



# IRS TAX TRANSCRIPT

## 2016 IRS TAX RETURN TRANSCRIPT

There are two options available for you to get your tax information to the Cisco College Financial Aid

### 1 – USE THE FAFSA DATA RETRIEVAL TOOL

Students and parents, who filed their IRS tax return, are able to transfer their information directly into their application by using the IRS Data Retrieval Tool (DRT) option on the FAFSA.

#### TO USE THE IRS DATA RETRIEVAL TOOL:

- Log into [www.fafsa.gov](http://www.fafsa.gov) to complete or correct your FAFSA by using your FSA ID
- Click on the “Financial Information” and/or “Parent Financial Information” tab at the top of the page
- Answer the questions in the first **BOX** to see if you are eligible to use the DRT
- If eligible, follow the prompts to “Link to IRS” — parent(s) will have to enter their FSA ID for their taxes
- Review the information displayed and select the “Transfer My Information into the FAFSA” option
- Once information is transferred, you **MUST** sign and submit the FAFSA again — parent(s) too, if applicable

### 2 – REQUEST AN IRS TAX RETURN TRANSCRIPT

Students and parents, who are not able to use the DRT, can submit a paper copy of **IRS Tax Return Transcript** to the Cisco College Financial Aid Office. The Transcript must come from the IRS; a photo copy of your 1040 is not a valid verification document and will be shredded.

“GET TRANSCRIPT ONLINE” – view, print, or download your IRS documents online:

#### Already have an IRS account:

- Visit [www.IRS.gov](http://www.IRS.gov)
- Click on "Get my Tax Record"
- Click “Get Transcript Online”
- If you are already registered with the IRS, sign in using your User ID
- Select IRS document needed and the appropriate tax year

If not, set up an account by following the direction on the right

#### Set up an IRS account:

- First time uses, click on “Create Account”
- You will need: Full name, email, Birthdate, SSN, tax filing status, and mailing address from your latest tax return.
- You will also need one of the following for identification purposes: Credit card number, mortgage or home equity loan, home equity line of credit, auto loan.
- Finally, a mobile phone with your name on the account
- Once you are registered you can print any IRS tax document.

“GET TRANSCRIPT BY MAIL” -- Transcripts arrive in **5 to 10 calendar days** at the address the IRS has on file for you:

- Visit [www.IRS.gov](http://www.IRS.gov)
- Click on- “Get my Tax Record”
- Click “Get Transcript by Mail”
- You will need SSN or Individual Tax Identification Number (ITIN), date of birth, and mailing address from your latest tax return
- Select IRS document needed and the appropriate tax year

#### MAIL OR FAX

- Complete the IRS Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- Check Box 6-A to request a Return Transcript
- Have the Tax Transcript mailed to your address, **not** Cisco College

#### PHONE

- Contact the IRS directly at 1-800-908-9946 or for hearing impaired: 1-800-829-4059 (TDD)
- Live help line 1-800-829-1040 (long wait times may apply)

#### IN PERSON

- Schedule an appointment with the Abilene IRS Office by calling 325-676-5709

**If you have amended your 2016 Taxes, you must turn in an IRS Account Transcript in addition to an IRS Tax Transcript.**

**PLEASE RETURN ALL FORMS AND DOCUMENTATION—list student’s name and Social Security Number at top of all documents**

Cisco College Financial Aid Office  
101 College Heights  
Cisco, Texas 76347  
[www.cisco.edu](http://www.cisco.edu)

Turn in to either campus location  
Cisco Phone: 254-442-5153  
Abilene: 325-794-4417  
Fax: 254-442-1090  
IF Emailing- send directly to your  
financial aid counselor

Office Use:



# IRS VERIFICATION OF NON-FILING LETTER

## 2016 TAX YEAR IRS VERIFICATION OF NON-FILING

If you did not earn income or were not required to file 2016 taxes as per federal IRS regulations, you must turn in proof of non-filing

### REQUEST AN IRS VERIFICATION OF NON-FILING LETTER

#### ONLINE REQUEST:

“GET TRANSCRIPT ONLINE” – view, print, or download your IRS documents online:

**Already have an IRS account:**

- Visit [www.irs.gov](http://www.irs.gov)
- Click on "Get my Tax Record"
- Click "Get Transcript Online"
- If you are already registered with the IRS, sign in using your User ID
- Select IRS document needed and the appropriate tax year

If not, set up an account by following the direction on the right

**Set up an IRS account:**

- First time uses, click on "Create Account"
- You will need: Full name, email, Birthdate, SSN, tax filing status, and mailing address from your latest tax return.
- You will also need one of the following for identification purposes: Credit card number, mortgage or home equity loan, home equity line of credit, auto loan.
- Finally, a mobile phone with your name on the account
- Once you are registered you can print any IRS tax document.

#### MAIL OR FAX

- Complete the IRS Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- Check Box 7 to request a Verification of Non-Filing Letter
- Have the Verification mailed to your address, **not** Cisco College

#### PHONE

- Contact the IRS directly at 1-800-908-9946 or for hearing impaired: 1-800-829-4059 (TDD)
- Live help line 1-800-829-1040 (long wait times may apply)

#### IN PERSON

- Schedule an appointment with the Abilene IRS Office by calling 325-676-5709

### NOTE

If you need a 2016 Account Transcript because you have amended your taxes, or you need W2 or 1099 information (Wage Statement), you can obtain one by using both above IRS options; “Get Transcript Online” or “Get Transcript by Mail.” You can also receive both by: filling out the IRS 4506-T Form, contacting the IRS by phone, or in person (see information above).

For more information on the FAFSA Data Retrieval tool, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information on how to retrieve information from the IRS, please visit [www.irs.gov](http://www.irs.gov).

### PLEASE RETURN ALL FORMS AND DOCUMENTATION—list student’s name and Social Security Number at top of all documents

<p>Cisco College Financial Aid Office 101 College Heights Cisco, Texas 76347 <a href="http://www.cisco.edu">www.cisco.edu</a></p>	<p>Turn in to either campus location Cisco Phone: 254-442-5153 Abilene: 325-794-4417 Fax: 254-442-1090</p> <p>If Emailing send directly to your financial aid counselor</p>	<p>Office Use:</p>
---	---	--------------------