



IRS Tax Return Transcript or Data Retrieval – Instructions for Parents or Students

Note: For Verification purposes, you can choose either Tax Return Transcript OR Data Retrieval.

IRS Tax Return Transcript Request Online Instructions

Tax filers can request a transcript PDF, free of charge, by ordering online.

- Go to www.irs.gov
- Under the Tools section, click “Get a Tax Transcript”
- Click “Get Transcript by Mail”
- Or Click “Get Transcript Online”
- Create an account.
- Make sure to request a 2015 Tax Return Transcript PDF. Once you can access the PDF, mail or email the document to:

Centre College
Financial Aid
600 West Walnut Street
Danville, KY 40422
finaid@centre.edu

IRS Data Retrieval Tool Instructions

- Go to www.fafsa.gov
- Click on Login under Returning User
- Use FSA ID as requested
- Select Make Correction to FAFSA
- Click on Financial Information tab
- Change drop down box from Will File to Already Completed
- Enter Parent FSA ID and click on Link to IRS
- The next screen will inform you that you are leaving *FAFSA on the Web*. Click OK to continue.
- The IRS.gov screen will appear next. Enter information requested and click on Submit.
- Once the IRS has validated your identification, your 2015 Federal Income Tax information will appear on the screen. Click on box under “Transfer My Tax Information into the FAFSA.” Then click on the Transfer Now button.
- Follow instructions to return to *FAFSA on the Web* to complete the FAFSA
- Remember to electronically sign and submit the FAFSA again!