Fox Valley Technical College is required, in certain circumstances, to verify information that was provided by a student on the FAFSA (Free Application for Federal Student Aid). Due to Federal regulation, FVTC will no longer accept copies of any Federal 1040 tax return.

If you have filed an amended tax return, please contact the financial aid office at (920) 735-5650 for further instruction.

Option 1: IRS Data Retrieval (preferred method and fastest turnaround!)
The FAFSA provides the opportunity for students and/or parents (if dependent) to utilize the IRS Data Retrieval option. This method pulls the required tax data directly from the IRS to ensure that all information is entered correctly.

- If you did not use the IRS Data Retrieval option when you initially filed your FAFSA, we highly encourage you to make a correction to your existing FAFSA and use the IRS Data Retrieval option.
  - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click on Login.
  - Select “Make a correction to your existing FAFSA,” and go to the Financial Information tab to click on “LINK TO IRS”.
  - The address you submit with this tool must match EXACTLY to the address used on the original IRS tax return.
  - Do not change any of the information that is pulled in from the IRS or any other information on the FAFSA. Doing so will require additional documentation and delay processing of your financial aid.

Option 2: Federal Tax Return Transcript (required if IRS Data Retrieval was not used)
Please choose one of the following options to request a Tax Return Transcript*:

- Online Request: Go to [www.IRS.gov](http://www.IRS.gov), in the Tools section, click Get Transcript of Your Tax Records.
  - Click Get Transcript ONLINE and follow the required steps to print your Tax Return Transcript.
  - Here are some tips to get you started:
    1. You will need to create a username and password. The IRS will send a confirmation code to the email provided. This code must be used within 30 minutes. This may go to junk mail.
    2. You will need to answer several challenge questions in case you forget the password.
    3. The site will ask several questions on credit history. Be prepared with this information. If these are answered incorrectly, you are locked out for 24 hours.
    4. Once you login to the Get Transcript site, click on Higher Education/Student Aid, it will suggest you print a Return Transcript.
    5. Turn off the pop-up blocker to access the pdf transcript.
  - Or click Get Transcript by MAIL if you prefer to have the Tax Return Transcript mailed to you.
    - If you receive an error related to your address, refer to the steps below to be sure that you are using the standardized version of the address:
      1) Go to [www.usps.gov](http://www.usps.gov), 2) Go to the Send Mail option, 3) Go to Look up a zip code

- Phone Request
  - Call 1-800-908-9946 for the automated system or 1-800-829-1040 to speak with a representative
  - You must speak with an IRS representative if you want the transcript faxed to you.

- Paper Request
  - IRS Form 4506T
  - Required if you have moved since filing your taxes, and need it sent to your current address.
  - DO NOT send directly to Fox Valley Technical College.

*If you have any issues in obtaining an IRS Tax Transcript (issues with name, address, etc.), please contact the IRS Taxpayer Advocate Office at 877-777-4778.

Contact the financial aid office at [financialaid@fvtc.edu](mailto:financialaid@fvtc.edu) or 920-735-5650 with any questions or concerns.