

IRS Data Retrieval Tool:

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to www.FAFSA.ed.gov, log in to the student's FAFSA record, select "Make FAFSA corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/or parent are eligible to use the IRS Data Retrieval Tool to transfer IRS income tax information into the FAFSA. If you are eligible to use the IRS Data Retrieval Tool, be sure to sign and resubmit your FAFSA after transfer has occurred. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, please contact the Financial Aid Office.

IRS Tax Return Transcript:

If the student and/or parent are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, then the student and/or parent will need to submit to the school an **IRS tax return transcript—not a photocopy of the income tax return**. To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (this will be the address used when the IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

You may also visit the IRS Office in the Federal Building in Fitchburg or Worcester to request a tax return transcript in person.

Fitchburg IRS Office Information

(978) 342-0016

Monday-Friday - 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)
881 Main Street, Fitchburg MA 01420

Worcester IRS Office Information

(508) 793-8227

Monday-Friday - 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)
120 Front Street, Worcester MA 01608