

# ACCEPTABLE 2018 TAX DOCUMENTS

## IRS DATA RETRIEVAL:

The best way to verify tax information is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If your parent(s) have not already used the tool, then you and your parent should go to [www.fafsa.gov](http://www.fafsa.gov), go into 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 your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS Income Tax Information into your FAFSA.

## IRS TAX RETURNS TRANSCRIPTS OR IRS TAX RETURNS:

To obtain an IRS Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov). Click on "Get Your Tax Record". Click on "Get Transcript by MAIL", OR "Get Transcript ONLINE".

OR

Submit a signed Copy of yours/your parents 2018 1040 including all applicable schedules.

Important Note:

If your parents are married and filed separate 2018 tax returns, then you will need to submit 2018 Tax Return Transcripts for each parent.

## VERIFICATION OF NON-FILING LETTER:

To obtain a Verification of Non-filing Letter, print the IRS Form 4506-T from the Financial Aid Forms webpage.

- Complete lines 1-4, following the instructions on Page 2 of the Form 4506-T.
- Enter the student ID in Line 5b.
- Check the box on Line 7 and the attestation box above the signature line.
- Sign and date the form and enter the taxpayer's phone number.
- Mail or fax the completed form to the appropriate address/fax number associated with the taxpayer's state of residence.

You will receive the Verification of Non-filing Letter within 21 days of the IRS receiving your request.

## AMENDED TAX RETURN FILERS:

An individual who filed an Amended Income Tax Return (IRS Form 1040X) for tax year 2018 must submit to Wilmington College:

- A signed copy of the 2018 IRS Form 1040X (Amended U.S. Individual Income Tax Return) that was filed with the IRS. Be sure to submit both pages of the tax document. AND
- A 2018 IRS Tax RETURN Transcript, which will reflect information from the originally filed tax return. Be sure to submit all pages (front and back) to us. OR
- A signed copy of the 2018 IRS Form 1040 and all schedules that were filed with the IRS.

## VICTIMS OF IRS TAX-RELATED IDENTITY THEFT:

An individual who was a victim of IRS tax-related identity theft must submit to Wilmington College:

- A Tax Return Database View (TRDBV) Transcript for tax year 2018. This document must be obtained directly from the IRS' Identity Protection Specialized Unit (IPSU) by calling their toll-free number 1.800.908.4490. Once the taxpayer's identity has been authenticated, the IRS will mail the taxpayer the TRDBV. Be sure to submit all pages (front and back) to us AND a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.