

## **Options to Submit 2021 Tax Information**

### **Option 1: IRS Data Retrieval Tool on FAFSA (Recommended)**

\*Does not work if your current marital status conflicts with your 2021 Tax filing status\*

1. Log in to your current FAFSA form or start a new application at <https://studentaid.gov/fafsa-app/ROLES>
2. In the finances section of the online form, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
3. Click the “Link to IRS” button and log in with your FSA ID to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the “Submit” button.
5. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.
6. You will know that your federal tax return information has been successfully transferred because the words “Transferred from the IRS” will display in place of the IRS information in your FAFSA form.

### **Option 2: Online Request for IRS Tax Return Transcript**

\*Do not use this option if your current address is different from your 2021 Tax Return\*

1. Available on the IRS Website [www.irs.gov](http://www.irs.gov)
2. Under Tools select “Get Your Tax Record”
3. Select “Get Transcript by Mail” to request the transcript
4. Follow instructions and select ‘Return Transcript’ from type and select the appropriate year (**2021**)
5. You will receive a tax transcript in the mail in 5-10 days to the address on the 2021 tax return
6. You can also create an online account on the IRS website to get your transcript electronically, however this service will require a personal account number (i.e. credit card, mortgage, car loan, etc.)

### **Option 3: Submit a SIGNED copy of your 2021 Tax Return**

1. Whether your Tax Return was prepared by a professional or self-prepared, we can now accept copies of your Federal Tax Return
2. If your taxes were self-prepared, please sign on the designated signature line on Page 2
3. You must submit all pages of your Federal Return, including all Schedules (Form 1040, Schedules 1-3)
4. You can mail your signed copies in the included return envelope

Please contact us at (620) 242-0400 for help with submitting documents

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YOUR INCOME DOCUMENTS TO MCPHERSON COLLEGE.**

