

Financial Aid & Scholarship Office  
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## VERIFICATION OF TAX INFORMATION

### **IRS Data Retrieval through the FAFSA:**

Use the IRS Data Retrieval Process to submit correct tax information. **This option will streamline and expedite the processing of your financial aid application.** You will not be required to submit a federal tax return if you successfully use the IRS Data Retrieval Tool on your FAFSA. For instructions, visit <https://www.csuchico.edu/fa/forms/irs-data.shtml>.

**OR**

**If you are unable to use the IRS Data Retrieval Process,** you may be required to submit a signed copy of your 1040 with all schedules attached or a Federal Tax Return Transcript.

### **Requesting a Tax Return Transcript:**

**Do not request delivery of Tax Return Transcripts directly to our office. Upload the tax transcript to your Financial Aid Account at <https://csuchico.verifymyfafsa.com>.** Please be aware that tax return transcripts are two-sided so be sure to upload both sides of the document. If you have problems uploading the tax transcript, please call our office at 530-898-6451.

Request Method	Where?	What?	When?	Directly Mailed to CSU, Chico?
Online	<a href="http://www.irs.gov/transcript">www.irs.gov/transcript</a>	Order electronic transcript online or paper transcript by mail	Immediate for electronic or 5-10 days by mail	No
IRS2Go Mobile App	App available at Google Play Store, App Store or Amazon (free)	Paper	5-10 days	No
Telephone	(800) 908-9946	Paper	5-10 days	No
IRS Form 4506T-EZ	<a href="http://www.irs.gov/form4506tez">www.irs.gov/form4506tez</a> (print the form and mail or fax it to the IRS)	Paper	5-10 days from IRS receipt of form	No