



PARENT TAX FILER INFORMATION 2020-2021

Please attach necessary documentation before submission to Student Financial Services.
We are unable to process incomplete or unsigned forms.

STUDENT NAME: _____

DATE OF BIRTH: _____ STUDENT ID: B00 _____

PARENT(S) NAME: _____

The Free Application for Federal Student Aid asks you, "For 2018, have your parents completed their IRS income tax return or another tax return listed in question 81?" (see FAFSA question 80). You indicated on your 2020-2021 FAFSA that your parent(s) have/will file a 2018 tax return. According to the Department of Education, we must request documentation supporting the information listed on your FAFSA.

Please Note:

1. If there is more than one parent listed on the FAFSA and a joint tax return was not filed, IRS Data Retrieval may not be used. Both parents must submit a copy of their IRS Tax Return or Tax Return Transcript.
2. If either parent filed, or will file, an amended 2018 IRS Tax Return, an IRS Record of Account must be requested instead of an IRS Tax Return Transcript.

*** If you answered question 80 incorrectly and your parent(s) did not file a 2018 tax return, correct FAFSA question 80. ***

Which income verification method did you use?

- IRS Data Retrieval (your parent(s) should follow the steps below) - Date Completed:** _____
1. Log onto the FAFSA website (<http://www.fafsa.ed.gov>) and click the "Make Corrections" link.
 2. Enter your FSA ID and click "Link to the IRS."
 3. The FAFSA will be saved and you will be transferred to the IRS website.
 4. On the IRS website, enter the requested information exactly as it appears on your tax return.
 5. Once the IRS has validated your identification, your IRS tax information will display. You can either transfer your information from the IRS, or choose to return to FAFSA on the Web from the IRS website. If you transfer your IRS tax information, questions that are populated with tax information will be marked with "Transferred from the IRS."
- IRS Tax Return Transcript (do not submit form without transcript attached)**
- Your parent(s) should choose one of the following methods to request an IRS Tax Return Transcript:
- **Online:** Go to www.irs.gov, select "Get Your Tax Record" and request the "IRS Tax Return Transcript." Transcripts are available in real-time in PDF format.
 - **Phone:** Call 1.800.908.9946 to submit your request using an IRS automated process. Allow 5-10 business days after request is submitted.
 - **Mail:** Submit IRS Form 4506T (available from IRS website). Allow 30 calendar days from the time the IRS receives the request.
 - **Mobile App:** Download **IRS2Go** mobile app available from iTunes and Android Marketplace. Use the "Tax Records" to submit transcript request. Allow several business days after submitted.
- IRS Tax Return (do not submit form without physically signed tax return attached)**
- Your parent(s) should submit a physically signed copy of their 2018 Tax Return(s) including all schedules and W-2's
 - We will accept the preparers signature in lieu of your parents *only if* it has the name & PTIN of the preparer OR has the SSN/EIN & has been signed, stamped, or printed with his name and address

Please contact your Admissions Counselor/Student Central with any financial aid questions.

Student Financial Services
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Austin, TX 78726-4141

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Student Financial Services Fax: 1.512.313.1670
Email: financialaid@concordia.edu