

## To Transfer Taxes

### IF YOU WANT TO MAKE A CORRECTION

- 1) Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), login, & choose the 14/15 school year. Then select “make a correction.”
- 2) Go to the financial information tab.
- 3) Answer the questions regarding filing status, etc. If eligible, it will prompt you to link to the IRS.
- 4) If you filed an amended return, you will need to provide a signed copy of your original tax return as well as the amended.
- 5) If you have any trouble doing this, please STOP & call the help line at 800.433.3243.

### Request Transcript or Nonfiler Online

- 1) Follow this link to the [IRS Transcript Request Service](#).
- 2) Sign in or create an account.
- 3) Set up profile and answer security questions.
- 4) Once you’ve set up your account, you will be able to click on 2013 under tax return transcript and open and save your tax return transcript.
- 5) If you did not file, there will be a \* by the year. Follow the same procedures to open and save the verification of non-filing. If you are claiming to have not filed, please also download a W2 and wage statement for the same year.

### By Fax:

You must be at the fax machine when calling

1-800-829-1040 IRS

Press 1 for English

Press 2 for personal taxes

Press 1 for tax history

Press 4 for other

Press 2 for other

Enter your SSN. Press 1 to say you entered a social. Press 1 to verify it’s correct. There will be more options listed, but continue holding until you reach a live person.