

Parent Federal Tax Information

The instructions below apply to each parent/stepparent included in the household listed on the student FAFSA.

There are three ways to submit tax information to Colorado State University:

1. IRS Data Retrieval Tool (DRT) available on the student FAFSA under the tax information section.

Parent(s)/stepparent who have filed their current year taxes will be given the option to use the IRS Data Retrieval Tool when completing the financial information portion of their student's FAFSA application. The following criteria must be met:

- Must have a valid **FSA ID** when completing the FAFSA.
- Must have valid Social Security Number(s).
- Must have filed a current year Federal Income Tax Return electronically 2-3 weeks or by mail 8-11 weeks prior to filing out the FAFSA.
- Must have an unchanged marital status as of December 31, 2019

2. Submit signed copies of the 2019 IRS Tax Return

Parent(s)/stepparent have the option of submitting a **signed** paper copy of the 2019 IRS Tax Return that was submitted to the IRS.

- **Be sure to include copies of all applicable schedules that were filed (Schedules 1, 2, or 3).**
- **Document must be signed in one of the following ways:**
 - *Electronically signed with a stylus, mouse, or finger (NO typed signatures)*
 - *Print document and sign with pen*

3. Official Tax Return Transcripts.

Parent/stepparent may also choose to submit copies of their 2019 Tax Transcripts to our office.

Tax filers can request Federal Tax Return Transcript information free of charge by:

- Logging onto the IRS website service **Get Transcript**. Choose either, "Get Transcript Online" or "Get Transcript by Mail"
- Telephone request by calling 1-800-908-9946
- Completing a paper request form using IRS **Form 4506**

Note on Amended Tax Returns - If parent(s) filed a U.S. Federal Income Tax Return for 2019:

- **Submit a signed copy of parent(s) Amended Tax Return to our office**
- **AND submit a signed copy of parent(s) original 2019 Tax Return OR Tax Transcript**

For more information regarding the IRS Data Retrieval Tool, please visit our [website](#).