

## Student Federal Tax Information

The instructions below apply to each you and your spouse (if married). The Office of Financial Aid will only accept tax return information directly from the Internal Revenue Service (IRS).

**There are two ways to submit tax information to Colorado State University:**

### 1. Submit a signed copy of your 2016 IRS Tax Return

Students have the option of submitting a signed paper copy of the 2016 IRS Tax Return that was submitted to the IRS.

### 2. Official Tax Return Transcripts.

If you did not or cannot use the IRS Data Retrieval Tool to transfer Federal Tax Return information to your FAFSA, you will need to obtain an official Federal Income Tax Return Transcript from the IRS and submit it 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 student/spouse filed a U.S. Federal Income Tax Return for 2016:*

- Submit a **signed** copy of student/spouse Amended Tax Return to our office
- **AND** submit a copy of student/spouse original 2016 Tax Return Transcript