

Student Federal Tax Information

The instructions below apply to both you and your spouse (if married).

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

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

Student and spouse (if married) 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 a signed copy of your 2019 IRS Tax Return

Students 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

Students 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**

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

Note on Amended Tax Returns - If student/spouse filed a U.S. Federal Income Tax Return for 2019:

- **Submit a *signed* copy of student/spouse Amended Tax Return to our office**
- **AND submit a *signed* copy of student/spouse original 2019 Tax Return OR Tax Transcript**