

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. 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, of the previous year.

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 Tax Extensions: *If you or your spouse (if married) filed a Federal Tax Return extension:*

- A copy of you and your spouse (if married) current year IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Returns." It must be filed with the Internal Revenue Service, *and*
- Copies of you and your spouse (if married) current tax year IRS W-2 forms from each place of employment. If self-employed, a signed statement certifying the amount of each individual's approximate earnings for the current tax year.

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