



Directions for 2023 IRS Tax Filer Verification

IMPORTANT: Please indicate student's name and W# on each page if a Tax Return/Transcript is submitted to our office

Method #1: Future Act Direct Data Exchange (FA-DDX)-(Preferred)

The preferred method of updating the Free Application for Federal Student Aid (FAFSA) with 2023 Federal Tax Information (FTI) is by retrieving it through the FA-DDX. Each contributor on the FAFSA must give consent for their information to be retrieved from the IRS to FAFSA. However, for tax information to remain verified the FTI transferred via FA-DDX must remain unchanged. Any modifications to the transferred data may require additional documentation or verification.

Method #2: Submit a signed copy of your 2023 Federal 1040 tax return and Schedule 1, 2, and 3

The preferred method of updating the Free Application for Federal Student Aid (FAFSA) with 2023 Federal Tax Information (FTI) is by retrieving it through the FADDX. Each contributor on the FAFSA must give consent for their information to be retrieved from the IRS to FAFSA.

Method #3: Request Tax Return Transcript ONLINE

- ☐ It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript
- ☐ Click "Get Transcript ONLINE" and follow the directions. Please make sure pop-up blockers have been disabled.
- ☐ First Time Users will need to register to use this service, otherwise Returning Users should LOG IN.
- ☐ Select Higher Education/Student Aid or Other for the reason you are requesting a transcript. Click GO.
- ☐ Under Return Transcript, click "2023."
- ☐ If your pop-up blocker is off, you will be shown a copy of your Tax Return Transcript.
- ☐ Print your 2023 Tax Return Transcript. Print student's name and UIN on each page and submit it to our office.

Method #4: Request Tax Return Transcript by Mail

- ☐ It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript.
- ☐ Click "Get Transcript by MAIL" (Click OK for Authorized Use Box).
- ☐ Enter the primary tax filer's Social Security Number (or the IRS individual taxpayer identification number), Date of Birth, Street Address, and Zip or Postal Code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed and click "Continue."
- ☐ Under Select Transcript Type, select "Return Transcript." Under Select Tax Year, select "2023." Click "Continue."
- ☐ If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS. Once received, print student's name and UIN on each page and submit it to our office.
- ☐ You can also request a transcript by mail by calling the IRS automated phone transcript service at 1-800-908-9946. Please allow 5-10 calendar days for delivery.

Important Notes

- ☐ Completed documents should be uploaded directly via Secure File Upload at www.uwyo.edu/sfa/forms/upload.html.
- ☐ Be sure to indicate your name and W# on all documents uploaded.
- ☐ If you have any questions, please visit our website www.uwyo.edu/sfa, contact a member of our staff at 307-766-2116 or email finaid@uwyo.edu. Please do not email documents to this email address.