

**There are three ways to provide 2019 federal tax form information for financial aid.**

### **1 (BEST option) – Use the IRS Data Retrieval Tool (DRT) in the FAFSA**

- This is the easiest and most secure way to verify the 2019 tax information for financial aid
- Most students and parents are eligible to use the DRT
- One of the few exceptions is married persons who filed separately in 2019
- Please see our separate tip sheet for how to use the DRT and make sure you complete all required steps to transfer your information from the IRS into the FAFSA
- <https://www.goucher.edu/financial-aid/forms-and-resources/forms>

### **2 – Submit 2019 federal tax return forms**

- Submit the federal tax form and any additional federal schedules
- There is no need to submit state tax returns
- If the return was not prepared by a person/organization with a registered PTIN number, then please make sure you print your return and sign in ink before scanning and sending to our office

### **3 – Submit a 2019 IRS Tax Return Transcript**

- Can be obtained for free from the IRS
  - <https://www.irs.gov/individuals/get-transcript>
  - Please note that the transcript needed is a “Tax Return Transcript” and not the “Tax Account Transcript”
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If you have any questions, or need additional assistance, please feel free to contact us:

410-337-6141 or [finaid@goucher.edu](mailto:finaid@goucher.edu)