

GOUCHER | college

2021 Federal Tax Form (Tip Sheet)

How to submit:

Upload: goucher.edu/faupload

Fax: 410-337-6504

There are three ways to provide 2021 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 2021 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 2021
- 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 2021 federal tax return forms

- Submit the federal tax form (IRS 1040) 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 2021 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