

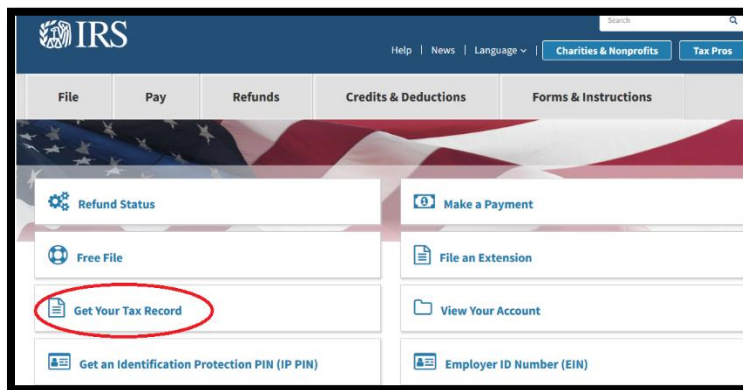
## VERIFICATION OF 2016 IRS INCOME TAX RETURNS FOR STUDENTS

If you cannot complete the IRS Data Retrieval Tool on the FAFSA, you must request your Return Transcript via the IRS website:

1. Go to [www.irs.gov](http://www.irs.gov) and request a Tax Return Transcript online.
2. Go to [www.irs.gov](http://www.irs.gov) and request a Tax Return Transcript by mail.

Once you receive the 2016 Tax Return Transcript, email a PDF copy with your CWID to [finaid@mines.edu](mailto:finaid@mines.edu). This requirement must be completed before Financial Aid (grants and loans) will credit to student accounts. Waiting until fall classes begin to complete this requirement could result in a delay in processing.

Additional instructions for obtaining a Tax Return Transcript:



Select “Get My Tax Record” on the homepage of [www.irs.gov](http://www.irs.gov). Choose how you would like to get the tax return transcript, either online or by mail.

The online option will ask for additional information and not all tax filers are eligible to receive the return online.

The by mail option will mail the tax return transcript to the home address listed on the original tax return. Mailed transcripts are typically received in less than 3 weeks.

