




Instructions for Submitting 2019 Federal Tax Information

TAX FILER Option 1: Use the IRS Data Retrieval Tool (IRS DRT) – Easiest and Most Efficient Option

- Go to [FAFSA.gov](https://fafsa.gov) and click “login.” For Technical Assistance on this website, click 
- Enter the student’s Federal Student Aid and password or the student’s information
- On the 2021-2022 application, click “Make FAFSA Corrections”
- Select the “Financial Information” tab and follow the instructions provided. Be sure to enter your address exactly as it appears on your 2019 tax return

TAX FILER Option 2: Obtain a Free Tax Return Transcript from the IRS

1) Request online at <https://www.irs.gov/individuals/get-transcript>

- Select “**Get Transcript ONLINE**” or “**Get Transcript by MAIL**”
- Joint filers must provide information for the first person (primary taxpayer) listed on the tax return; enter SSN, date of birth, and address (shown on your latest tax return); click “continue”; for Select Transcript Type, select **Return Transcript – NOT Account Transcript**; for tax year “**2019**”

2) Request by calling the IRS Transcript Order Line at 1-800-908-9946

- Joint filers must provide information for the first person (primary taxpayer) listed on the tax return. You will be given an online option, but continue to hold. You will be prompted to enter tax filer’s SSN and address; select “**Option 2**” to request an **IRS Tax Return Transcript – NOT Account Transcript**; and then enter “**2019.**”

TAX Filer Option 3: “Last Resort” Option Only

If you are unable to successfully use Options 1 and 2, you may submit a **signed and dated** copy of your “**2019**” Federal Tax Return (1040 page 1 and page 2) **AND** any Schedules (Schedule 1, Schedule 2, Schedule 3, etc.) you may have filed with your return.

Submit your completed verification documents to the Financial Aid Office by electronic submission from your Westmoreland student email account to financialaid@westmoreland.edu (SUBJECT LINE: VERIFICATION), by FAX (724-925-5802), in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697).