Verification Forms

The type of verification form required for your file will be noted on the email that was sent to your myNMSU, and will also appear in the Student Requirements section of your myNMSU Financial Aid Banner portal. All verification forms can be downloaded from: fa.nmsu.edu/2019-20-verification-forms/

Tax Return Transcript

Using the IRS Data Retrieval Tool (DRT) to successfully transfer your tax information into your FAFSA will waive the requirement of the Tax Return Transcript. Instructions for using the IRS DRT are on page 2.

If you are unable to transfer your tax information using the IRS Data Retrieval Tool (DRT), follow these instructions to get your transcript:

1. Go to irs.gov/individuals/get-transcript
2. Click on Get Transcript Online or by Mail
3. Follow the instructions and fill out the required information.

Online transcript requests can be downloaded immediately. Those requested by mail arrive in 5 to 10 calendar days. For questions, contact the national IRS office at 1-800-908-9946.

Turning in Documentation

The Verification form and Tax Return Transcript(s) must be turned in and reviewed in order for aid to be paid out to the student’s account:

1. Make sure the form has a “Wet Signature”, your Aggie ID, and Name
2. Both sets of documents can be uploaded to your myNMSU portal, emailed to your advisor, faxed, or brought to our office.
3. Check your Financial Aid status on your myNMSU or by contacting our office 3-5 business days* after turning in your verification documents. Additional time and information may be needed upon review.

*14 business days during peak season, the beginning of every semester.
Using the IRS DRT Tool

Follow these steps to transfer your federal tax return information into your FAFSA Form.

1. Log in to your current FAFSA form and click “Make a Correction” or start a new application at fafsa.gov.
2. In the finances section of the online form, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
3. Click the “Link to IRS” button and log in with your FSA ID to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the “Submit” button.
5. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.
6. You will know that your federal tax return information has been successfully transferred because the words “Transferred from the IRS” will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

The IRS DRT can be used by both students and parents.

Connect with the Financial Aid Office

575-646-4105 | 877-278-8586 | financialaid@nmsu.edu | fa.nmsu.edu

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