

Amended Tax Return Instructions

Document Submission:

Email: finaid@iit.edu

Fax: 312.567.3982

Office of Financial Aid
Perlstein Hall, 206
10 W. 33rd Street
Chicago, IL 60616
Phone: 312.567.7219



[fb.com/FinAidIIT](https://www.facebook.com/FinAidIIT)

Overview

Your 2020 Free Application for Federal Student Aid (FAFSA) was selected for review through a process called verification. **Verification** is the U.S. Department of Education's method of confirming data on your FAFSA and requires the Office of Financial Aid to collect various forms of documentation. After all documentation has been submitted, check your Illinois Tech hawk email as our office may have follow-up questions about the information submitted.

Acceptable Documentation

Please submit one document from the amended return section and one document from the original return section:

1. Amended Return:

- Filer-Initiated Return: A **signed and dated** copy of the filer(s)' two-page **1040X**
- IRS-Initiated Return*: A Tax Account Transcript
 - Go to <https://www.irs.gov/individuals/get-transcript>.
 - Select one of the two buttons below. Option A is only available if the user has a personal account number from a credit card, mortgage, or car loan as well as a personal mobile phone.
 - **Get Transcript Online**
 1. New users will need to select Create Account to verify their identity. Returning users should log in.
 2. Indicate that you are requesting a transcript for Higher Education/Student Aid purposes. Leave the customer file number section blank.
 3. Select "2018" in the Account Transcript section.
 4. Download and save the letter as a PDF.
 - **Get Transcript by Mail**
 1. Enter in the personal information requested and submit. Be sure to use the address currently on file with the IRS.
 2. Select "Account Transcript" as the transcript type and "2018" as the tax year. Leave the customer file number section blank. If the website is unable to process your request, please fill out a Request for Transcript of Tax Return at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and mail it to the IRS.
 3. The documentation will be mailed in 5-10 business days from the date you submitted your request, or the date your Request for Transcript of Tax Return was received.
 4. Upon receipt of your documentation, make a copy for your records.

2. Original Return**:

- Use the IRS Data Retrieval Tool (preferred option)
- A **signed and dated** copy of the filer(s)' two-page **1040**
- Tax Return Transcript.

* The IRS may correct mathematical or clerical errors on a return

** For details on how to obtain **original return** documentation, please review our [Confirmation of 2018 Tax Data](#) form.