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3/4 Instructions for Steps 5 and 6: 2021 Income Information

There are two ways to document your income.

- **Best:** use the IRS Data Retrieval Tool (DRT) to update the FAFSA. Go to lakeforest.edu/fafsa and see "Helpful Tools."
- Send a Tax Return Transcript (not Tax Account Transcript) from irs.gov/Individuals/Get-Transcript and choose "Get Transcript Online".
- **If you did not file** and are not required to file, check the third or fourth box below and provide any necessary, additional information.

You cannot use the DRT if: c you are married and filed separate tax returns, d you are married and filed as "head of household", e your marital status changed after filing the return, f you filed using an ITIN (not SSN), or g you filed a foreign return.

If you filed an amended return, include a signed copy of IRS 1040X along with the original 1040 or tax transcript.

3/4 Step 5: Student's