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### **RGM Memo**

Date: April 3, 2014  
To: School Owners and Financial Aid Personnel  
RE: IRS Tax Return Transcript Process for 2014-2015

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The Dear Colleague Letter recently released by the department explains important information about changes to the processes used by FAFSA applicants to request, obtain, and submit to their schools IRS Tax Return Transcripts. RGM highly recommends you read the complete letter.

Here is the link for you to copy and paste on to your browser.

<http://ifap.ed.gov/dpcletters/GEN1405.html>

The methods which schools can use to request the IRS tax return transcripts are described in detail in the letter.

There are also 2 attachments at the bottom of the letter. One of the attachments is a table that you might find helpful when doing the 2014-2015 Verification process for tax-filers.

Please contact us if you have any questions.

Thank you,  
Rafael