

## IRS Data Retrieval Tool via the FAFSA

In lieu of requesting a tax return transcript from the IRS, you/your parent have the option to use the IRS Data Retrieval Tool in FAFSA on the Web, which will automatically transfer your/your parent's information from the IRS to your FAFSA once you have filed a federal tax return. This tool will be available two weeks after you file your taxes electronically or eight weeks after you submit your paper tax return.

- Log into the FAFSA website with student SS# and FSA ID ([www.fafsa.gov](http://www.fafsa.gov)).
- Choose "make FAFSA corrections."
- Hit "next" on the bottom of the screens until you get to the page titled "Parent Financial Information."
- Answer question about tax filing status. Reminder: you will need the parent FSA ID.

-If you are able to choose "Already Filed" AND "none of the above" follow screen prompts to Link DATA to IRS

-If you unable to use the IRS data retrieval tool, you MUST request a tax transcript, please see the reverse side for those instructions.

- Enter FSA ID and click "Link to IRS."
- Follow the same steps for the student section. You will need the student's FSA ID.
- When complete, follow screen prompts until you get to the "sign and submit" page. You will need both the student and parent FSA IDs again.
- You will know your FAFSA was submitted when you get the following screen information: "Congratulations, STUDENT NAME, your FAFSA was successfully submitted...."
- The Financial Aid office will receive your corrected FAFSA in 3-7 business days, at which time they will review your financial aid file and complete the verification process.

## Tax Transcript Information

To obtain an IRS tax return transcript for you and/or your parent, go to [www.irs.gov/transcript](http://www.irs.gov/transcript). You have the option to create an account with the IRS and receive your transcript electronically as a pdf. You can also request to have it mailed to you from this website.

To obtain an immediate PDF version of your tax return transcript, you must first register with the IRS. To complete the registration process, you will need to have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (though no charges will be made to this account. It is strictly for identity verification.). You will receive a confirmation code via email and another via text to finalize the registration process, at which time, you will be able to access your tax information via PDF.

If you are unable to successfully register for Get Transcript Online, please submit an online request to have your information via mail.

Make sure to request the "IRS tax RETURN transcript" and NOT the "IRS tax account transcript." You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS tax return was filed) for the tax filer.

It takes up to two weeks for the IRS income information to be available for electronic tax return filers, and up to eight weeks for paper IRS tax return filers. The tax transcript will be sent to you, at which time you need to forward a copy of it to the Financial Aid Office.