

## FINANCIAL AID OFFICE 2019 -2020 FAFSA

### IRS Data Retrieval

The IRS Data Retrieval Tool allows you and your parents to transfer tax information from IRS tax records directly to your FAFSA. Electronically filed tax return information will be available online from the IRS site in 1 to 2 weeks after your return is filed. Data from paper tax returns will be available in 6 to 8 weeks.

If your FAFSA was selected by the U.S. Department of Education for verification, you will need to provide the Financial Aid Office with a complete signed copy of the Federal Income Tax Return or an IRS Tax Return Transcript, or you can update your FAFSA information using the IRS Data Retrieval tool. Note: The U.S. Department of Education no longer allows a preparer's copy of tax returns to satisfy the verification requirement.

To update your FAFSA using the IRS Data Retrieval Tool go to FAFSA on the Web (FOTW) at: [www.fafsa.gov](http://www.fafsa.gov) and follow instructions to correct or update the student and/or parent income information.

If eligible to use the tool, you will be transferred to the IRS Website. FOTW will notify you that you are leaving the FAFSA website and entering the IRS website to complete the transfer of your tax information.

On the IRS Web site, you will be prompted to enter information as it appears on your tax return. It is important that you complete this section exactly as it appears on your tax return or your information may not match with IRS records and the data retrieval may not go through.

Once the IRS has authenticated your identity, your IRS tax information will display. You may then choose to transfer your information from the IRS into your FAFSA by checking the "Transfer My Tax Information into the FAFSA" and clicking "Transfer Now" button.

	My Tax Information	FAFSA Question Numbers
Tax Year		
Name (s)	<Joe & Jane>	
Social Security Number	<***-**-6789>	
Filing Status	<Married-Filed Joint Return>	
Type of Tax Return Filed	<1040>	Question <#> on the FAFSA
Adjusted Gross Income	<\$126,721>	Question <#> on the FAFSA
Income Tax	<\$31,400>	Question <#> on the FAFSA
IRS Exemptions	<0>	Question <#> on the FAFSA
Education Credits	<\$2,500>	Question <#> on the FAFSA
IRA Deductions and Payments	<\$2,500>	Question <#> on the FAFSA
Tax-Exempt Interest Income	<\$2,500>	Question <#> on the FAFSA
Untaxed IRA Distributions	<-\$2,500>	Question <#> on the FAFSA
Untaxed Pensions	<-\$2,500>	Question <#> on the FAFSA

Print this page for your records before choosing an option below.

**Transfer My Tax Information into the FAFSA**  
The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information. **Transfer Now**

**Do Not Transfer My Tax Information and Return to the FAFSA**  
By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA. **Do Not Transfer**

After you have transferred your data, you will be returned to the FOTW website to finish your application. Make sure not to change any of the financial data that was imported from the IRS Website unless you have filed an official amended tax return with the IRS.



## FINANCIAL AID OFFICE

### Free IRS Tax Return Transcript

If you, your spouse (if married) or your parents (if dependent) need to document your taxable income to fulfill verification requirements, you can request an IRS Tax Return Transcript free of charge.

There are three ways to request a tax transcript from the IRS.

#### **Online Request (Temporary Not Available)**

#### **Telephone Request**

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. Select "Option 2" to request an IRS Tax Return Transcript and then enter "2017".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

#### **Paper Request Form**

- Download IRS Form 4506TEZ at <http://www.irs.gov/pub/irspdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. Do not have transcripts sent to the Financial Aid Office.
- On line 6, enter "2017" to receive IRS tax information for the 2017 tax year that is required for the 2019-2020 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506TEZ to the appropriate address (or FAX number) provided on page 2 of Form 4506TEZ
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506TEZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

#### **Non-Tax Filers**

- If you have earnings from work but did not and were not required to file a 2017 Federal Income Tax return, you must document this income by attaching all W-2 forms and/or 1099s from all sources of employment to the Verification Worksheet.