

## Using the IRS Data Retrieval Tool within the FAFSA

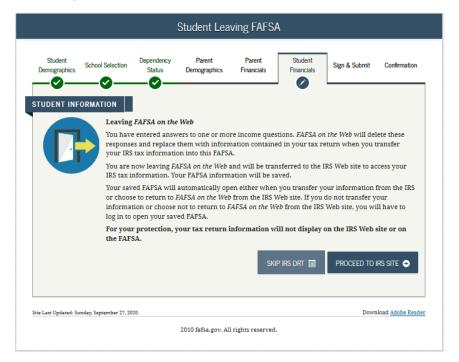
Once you enter your tax filing status into the FAFSA, you may be presented with the option to "Link to IRS." If you are eligible, the button below will appear. It is not a requirement that you use this tool, but this is the best way to make sure that your financial aid office receives the most accurate income information from the tax filing year the FAFSA requests.

1. Click link to IRS, then "OK."

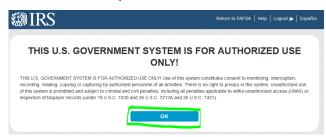




## 2. Select proceed to IRS site



## 3. Next, select okay.



4. Enter you filing information. It is very important to enter your address as it appeared on the tax return you filed. Then press submit.

## Get My Federal Income Tax Information

See our Privacy Notice regarding our request for your personal information.

Enter the following information from your 2019 Federal Income Tax Return. ?

All fields are required unless marked otherwise.

5. If the IRS is able to match your information you will see the screen, below. Select the box for, "Transfer My Tax Information into the FAFSA Form" then, "Transfer Now."

Based on the information you provided, the Internal Revenue Service (IRS) located your income tax return. With your permission below, the IRS will securely transfer your tax information to the U.S. Department of Education (ED) to populate any applicable FAFSA® questions. For your protection, the IRS will not display your tax information and will further encrypt any tax information transferred using the IRS DRT; therefore, ED is unable to display your tax information on your FAFSA form. The data retrieved from your tax return is limited to the items listed below as you reported to the IRS: Tax Year Type of Return Filed Untaxed Portion of IRA Distributions & Pensions/Annuities Name(s) Adjusted Gross Income Tax-exempt Interest Income Social Security Number Income Farned from Work IRA Deductions and Payments Filing Status Income Tax Status of Amended Returns Received IRS Exemptions **Education Credits** Schedule 1 Evaluation Refer to your tax records if you have a question about the values you reported. Transfer My Tax Information into the FAFSA Form ? The tax information provided to fafsa.gov will populate the answers to the ? TRANSFER NOW appropriate FAFSA questions. After the FAFSA questions are populated, your IRS session will end, and you will return to your FAFSA form. Check this box if you are choosing to transfer your information. Do Not Transfer My Tax Information and Return to the FAFSA Form ? By clicking the "Do Not Transfer" button, you are choosing not to transfer DO NOT TRANSFER your tax information electronically. Your IRS session will end, and you will return to your FAFSA form.

Finally, complete the remaining steps in the FAFSA. Then, sign and submit the application. The Financial Aid Office will receive the FAFSA results in approximately 3-4 days after submission.

\*\*\*If you need to make corrections after your initial submission, please contact the Financial Aid Office first.\*\*\*

