

The IRS Data Retrieval Tool is available for online FAFSA submittals and is accessible through the FAFSA web site [www.fafsa.gov](http://www.fafsa.gov). The retrieval tool allows FAFSA applicants and parents the ability to transfer their income information from the IRS to the FAFSA. See below.

Beginning with the 2012-2013 award year, **ALL** FAFSA on the Web (FOTW) applicants and parents of dependent applicants who indicate they have filed or will file a federal tax return will be directed to use the IRS Data Retrieval Tool to report and/or update their income information on the FAFSA.

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### Parent <YYYY> Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers
Tax Year	<2008>	
Name (s)	<Joe & Jane Smith>	
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	<5>	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](#)

**BENEFITS OF USING THE TOOL:**

- Applicants can complete their FAFSA more easily and accurately!
- The tool will increase the accuracy in the awarding for student financial aid funds!
- Applicants selected for verification can use the tool to update their income information and avoid unnecessary processing delays!

## **IMPORTANT CHANGES TO THE FAFSA PROCESS:**

- ALL applicants and parents who indicate they have filed a federal tax return will be directed to use the IRS Tool.
- Applicants and parents who indicate they will file a federal tax return will receive email communication(s) directing them to use the IRS Tool to update their income information once they have filed their federal income tax return.
- **Applicants selected for the verification process will be required to use the IRS Data Retrieval Tool** (or) they may choose to request a tax transcript from the IRS which can later be submitted to the Financial Aid Office.

## **WHEN WILL DATA BE AVAILABLE FROM THE IRS?**

Electronic Tax Filers  
Paper Tax Filers

Data will be available within 2 weeks of filing  
Data will be available within 6 – 8 weeks of filing

*If you plan to submit your FAFSA before you and/or your parents complete and submit your Federal Tax Return, then be sure to use the IRS Data Retrieval Tool to update your FAFSA record once the returns have been submitted and the income data is available to be retrieved.*

## **WHO IS "NOT" ELIGIBLE TO USE THE TOOL?**

- Married couples who file separate tax returns.
- Applicants whose marital status has changed as of January 1<sup>st</sup>.
- Applicants who are neither eligible nor required to file a Federal Tax Return.

## **WHAT IF YOUR FILE IS SELECTED FOR VERIFICATION?**

If your FAFSA is selected for a process called verification and you and your parents were eligible to file a federal tax return, you will be required to:

- Use the IRS Data Retrieval Tool to update your and/or your parent or spouse income information; **(OR)**
- You and/or your parents or spouse may request a "**Tax Transcript**" from the **IRS** to submit to the Financial Aid Office to verify your income information.

**SPECIAL ITEM OF NOTE – Applicants who choose not to use the tool OR change the IRS income information**

- Applicants who choose not to use the FAFSA-IRS Data Retrieval Tool (OR) applicants who use the tool but subsequently change the income information will be informed they must explain to their institutions why information they provided is more accurate than the information available through the IRS.
- Contact the Financial Aid Office to discuss your circumstances. The Financial Aid administrator may ask you to submit copies of your W-2 form, last paycheck stub, a letter from your employer, tax transcript, or other.

**USEFUL LINKS:**

FAFSA on the WEB

[www.fafsa.gov](http://www.fafsa.gov)

IRS web site

[www.irs.gov](http://www.irs.gov)