SEATTLE PACIFIC
UNIVERSITY

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2022-2023 IRS Data Retrieval Instructions

Your application was selected for review in a process called "Verification." Schools must verify Free Application for Federal Student Aid (FAFSA) data with information provided directly from the IRS. If you or your parents have filed a **2020** U.S. Income Tax Return, you must retrieve your IRS data. The fastest and easiest way to verify your FAFSA data with accurate tax information is by using the IRS Data Retrieval Tool.

Your federal tax return must be filed electronically at least two weeks prior to using the IRS Data Retrieval Tool to allow the IRS time to process your return. Paper returns must be filed at least 8 weeks prior to using the tool.

<u>Note</u>: FAFSA applicants must submit tax information from **two** years prior—in this case, **2020**.

IRS Data Retrieval Tool

In a few simple steps, you may be able to view your tax information and transfer it directly into your FAFSA.

1. Log into https://FAFSA.gov using your FSA ID and password.
2. Click **"Make FAFSA Corrections"** located in the middle of the page.
3. In the Financial Information section, enter your FSA ID and click **"Link to IRS."** You will need to include your address EXACTLY as it appears on your **2020** Income Tax Return.
4. Make sure to **Submit your FAFSA** after retrieval process is complete.

Data transferred from the IRS will not display to the applicant or parent. Therefore, applicants will not be able to make corrections to any of the transferred data after using the IRS Data Retrieval Tool. If you need to correct the data, please contact our office.

If you are unable to use the Data Retrieval Tool, you can also submit a <u>2020 Tax Return Transcript</u> to our office in its place; instructions for obtaining this are available on our forms page at spu.edu/forms. If you have any other issues, please contact our office at sfs-forms@spu.edu.