



Student Financial Services

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2013 - 2014 IRS DATA RETRIEVAL REQUEST

Your application was selected for review in a process called “Verification”. In this process, SPU will be comparing information from your Free Application for Federal Student Aid (FAFSA) with information from your 2012 Federal tax return and/or your parent(s)’ 2012 Federal tax return. The required tax return information must be transferred electronically to your FAFSA.

Once it has been at least 2 weeks since you electronically filed your taxes (8 weeks for paper), please return to your FAFSA, choosing the “Make FAFSA Corrections” option, and complete the process called IRS Data Retrieval. This can be done for both parent and student tax data.

- You will need your PIN and will be asked to create a password if you do not already have one.
- There will be an Introduction Page with some informational links, click NEXT to begin the correction process.
- Choose the “Financial Information” tab to access the Data Retrieval Tool. (You can click NEXT or PREVIOUS to navigate through your FAFSA.)
- There will be a drop down menu asking if you have completed your 2012 IRS income tax return; if you select “Already Completed,” you will be presented with a number of questions to determine if you are eligible to use the Data Retrieval Tool. If you answer “None of the above,” you will be presented with the option to enter your PIN and link to the IRS. **If you do not answer “None of the above” you will need to submit a 2012 IRS Tax Transcript to Student Financial Services.**
- You will see a page telling you that you are leaving the FAFSA on the Web. Clicking OK will take you to the IRS website, where you will need to authenticate your identity before any personal information is displayed.
- If the IRS is able to authenticate your identity, your IRS tax information will display. After viewing your tax data, you will have the option to transfer the tax information directly to the FAFSA application using the “Transfer Now” button; click OK to return to the FAFSA.
- After returning to the FAFSA, continue to the sign and submit section to submit your corrections.

If you make changes to the information after it is transferred, you will also be required to submit a tax transcript.

Electronically filed 2012 tax return information will be available online from the IRS Data Retrieval Tool approximately 1-2 weeks after return has been filed. Data from 2012 paper tax returns will be available 6-8 weeks after the return has been filed.