



Student Financial Services

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2014-2015 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 2013 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 8 weeks prior to using the tool.

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 www.FAFSA.gov using your FAFSA PIN.
2. Click “**Make FAFSA Corrections**” located in the middle of the page.
3. In the Financial Information section, enter your PIN and click “**Link to IRS.**” You will need to include your address EXACTLY as it appears on your 2013 Income Tax Return.
4. Make sure to **Submit your FAFSA** after retrieval process is complete.

***If you make changes to the information after it is transferred, you will also be required to submit a 2013 tax return transcript.**