

## DATA RETRIEVAL INSTRUCTIONS

The Easiest and Fastest way to complete your verification is to use the IRS Data Retrieval on your completed FAFSA. To make the correction use the steps below.

- ⇒ Go to [www.fafsa.gov](http://www.fafsa.gov)
- ⇒ Click on “Login.”
- ⇒ Enter the student’s name, social security number, and date of birth and click “Next.”
- ⇒ Select the 2018/2019 FAFSA and click on “Make FAFSA Corrections.”
- ⇒ Enter the Student’s FSA ID and password and click “Next.”
- ⇒ Navigate to the “Financial Information” section of the FAFSA.
- ⇒ Update the filing status of your and/or your parents IRS income tax return. Make sure “Already completed” is selected and click “Next.”
- ⇒ You will be presented with a series of questions that will determine your eligibility to use the Data Retrieval Tool. Once you are presented with the option to enter your FSA ID and “Link to IRS” complete the information and click “Link to IRS.” You then will be directed to the IRS website.
- ⇒ Once on the IRS website, enter the requested information as it appears on your tax return. If the IRS is able to validate your identification your tax information will be displayed. Select “Transfer My Tax Information into the FAFSA” and then click on “Transfer Now.”
- ⇒ You will be re-directed back to FAFSA.
- ⇒ **When completed proceed to the Sign and Submit section of FAFSA and submit your corrections “SUBMIT MY FAFSA NOW”**

## Tax Return Transcript AND Verification of Non-Filing from the IRS

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| <p style="text-align: center;"><b>Verification of Non-Filing</b></p> <p>A non-filer is any Student or Parent (not filing a joint return) who did not work or did work, but did not file a <b>2016</b> Federal Income Tax Return. For the 2018-2019 academic year any parent or independent student who is a Non-Filer is required to provide a Verification of Non-Filing Letter from the IRS and all <b>2016</b> W2(s) from each employer. A request to the IRS for a Verification of Non-Filing Letter can be made using the IRS “Get Transcript Online” tool at <a href="http://www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> or by submitting IRS Form 4506-T and checking box 7.</p> | <p style="text-align: center;"><b>Request Transcript Online</b></p> <p>Go to <a href="http://WWW.IRS.GOV">WWW.IRS.GOV</a><br/>         Select “<b>Get My Tax Record</b>”<br/>         Under Tools select <b>Get a Transcript Online or by Mail</b><br/>         Follow prompts: Make sure to request Tax Return Transcript for year <b>2016</b>.<br/>         You should receive your transcript in 5-10 business days.</p>   |
| <p style="text-align: center;"><b>Transcript by Mail</b></p> <p>Complete Form 4506-T (Request for Transcript of Tax Return)<br/>         Form 4506-T is available online at<br/> <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a></p>   | <p style="text-align: center;"><b>Transcript By Phone</b></p> <p>Call the IRS at 1-800-829-1040<br/>         Follow prompts: Option 2 (personal income taxes)<br/>                                   Option 1 (tax history)<br/>                                   Option 2 (Tax Return Transcript)<br/>         Enter and Verify Social Security number(s)<br/>         Enter and Verify street address<br/>         Press 2 for Tax Transcript and indicate which year: <b>2016</b></p> |