How do I use the IRS Data Retrieval?

Go to www.fafsa.gov

Click on Start Here
Sign in using the Student’s personal information
Use the Student’s Pin number and create a password
Choose- Making corrections to a processed FAFSA
Go to the Financial Information tab
Answer whether you or your parent(s) completed an IRS Income Tax Return
Choose your or your parent(s) filing status
Click View Option to Link to the IRS
Then click on the Link to IRS
Follow the directions from this point forward.

If you are a dependent student, your parent will need to sign the correction.
If you are unable to do the IRS Data Retrieval, order a Tax Return Transcript from the IRS.

How do I order a tax transcript?
There are two methods of ordering a tax transcript
1. The IRS website www.irs.gov, or
2. By calling the IRS, 1-800-908-9946

Instructions for ordering a Tax Return Transcript from the IRS website:
On the home page of the IRS website (www.irs.gov)
Under the orange bar labeled TOOLS
Click on the top choice – Order a Return or Account Transcript
Under Step 3 (Get Your Transcript)
Click – Order a Transcript, Fill in the information for the primary tax filer and click on Continue and under the Type of Transcript -choose Return Transcript
Select the correct tax year the Financial Office is requiring

Instructions for ordering a Tax Return Transcript by phone:
IRS is open from 7:00 AM to 7:00PM (local time)
There is a language option for English (1) or Spanish (2)
When prompted to enter the primary tax filer’s social security number and follow the prompts
When prompted to enter the address numbers (ex: if your address is 123 1st St., only enter 123)
When prompted to enter the type of transcript to be ordered
Choose #2 for the Tax Return Transcript
When prompted to choose the year, enter the year of taxes the Financial Aid Office is requiring
The Tax Return Transcript will be mailed in 5 to 10 Days

DO NOT order the transcript to be faxed directly to the Financial Aid Office.