

2018-19 FAFSA - IRS Data Retrieval Tool

The IRS Data Retrieval Tool (IRS DRT), available through the Free Application for Federal Student Aid (FAFSA), is the **preferred** method to transfer tax information. The data being transferred will come from the **2016 IRS Income Tax Return**. Please note that transferred data will be hidden from view and cannot be changed.

Who can use IRS Data Retrieval?

- Filing Status is Married Filing Jointly
- Filing Status is Single

Who is not eligible to use IRS Data Retrieval?

- Filing Status is Married Filing Separately
- Filing Status is Head of Household-Single
- Filed an Amended Tax Return
- Filed a Puerto Rican or Foreign Tax Return

Advantages of using the IRS Data Retrieval process:

- Automatically provides institution with verification documentation
- Accurate tax information is transferred with the click of a button
- No tax return transcript needed
- Improve the accuracy of aid awards
- Reduces burden of proof on students and institution
- Applicants who have already filed but elect not to use the IRS data retrieval tool will have a higher probability of being selected for verification based upon the risk they pose to federal funds.

2018-19 IRS Data Retrieval Tool Instructions

To access and sign the FAFSA, you will need:

Student FSA ID and password

Parent FSA ID and password (if dependent)

If you do not have an FSA ID, you will be prompted to do so when accessing the FAFSA.

Log in at FAFSA.gov:

1. As a **returning** FAFSA filer, select the "Login" button.
2. Log in using the **student's** FSA ID and password.
3. Click on "Make FAFSA Corrections."
4. Create a transaction "Save Key" and click "Next."

Parent IRS DRT (if dependent):

1. Go to the "Financial Information" tab - parent.
2. Make sure that the status of the tax return is marked as "Already Completed" and check the tax filing status.
3. You will be asked if the parent(s) filed a Puerto Rican or foreign tax return to determine if eligible for the IRS DRT.
4. If eligible, click "Link to IRS" to be transferred to the IRS database. Enter the parent FSA ID and password.
5. Enter the address information exactly as it appears on your 1040/1040A/1040EZ. Click "Submit."
6. Check the "Transfer My Tax Information into the FAFSA" box.
7. Click the "Transfer Now" button. You will be redirected back to the FAFSA.

Student IRS DRT:

1. Go to the "Financial Information" tab - student.
2. Make sure that the status of the tax return is marked as "Already Completed" and check the tax filing status.
3. You will be asked if you filed a Puerto Rican or foreign tax return to determine if eligible for the IRS DRT.
4. If eligible, click "Link to IRS" to be transferred to the IRS database.
5. Enter the address information exactly as it appears on your 1040/1040A/1040EZ. Click "Submit."
6. Check the "Transfer My Tax Information into the FAFSA" box.
7. Click the "Transfer Now" button. You will be redirected back to the FAFSA.

Sign & Submit:

1. Proceed through the remaining sections of the FAFSA.
2. Enter the student and parent (if dependent) FSA IDs and passwords to sign the FAFSA.
3. Mark "Agree" to the Terms of Agreement.
4. Click "Submit My FAFSA Now."
5. If you have successfully submitted the FAFSA, a confirmation page will appear.
6. If you do not receive a confirmation page, verify whether you submitted the FAFSA. In some instances, the student may save the FAFSA without submitting it.

WHEN WILL DATA BE AVAILABLE FROM THE IRS?

Electronic Tax Filers	Data will be available within 2 weeks of filing
Paper Tax Filers	Data will be available within 6-8 weeks of filing

Should you have any questions, contact the Vernon College Financial Aid Office at 940 552 6291 or 940 696 -8752