

IRS Data Retrieval Tool – 2015-2016 academic year

ATTENTION: If you choose ***NOT*** to complete the FAFSA using the DRT and choose ***NOT*** to submit an IRS 2014 Tax Transcript, then your application will be considered ***INCOMPLETE*** by the University Office of Student Financial Aid. ***No*** further consideration of your application will be made.

Important Changes to the FAFSA Process

- The US Department of Education has streamlined the financial aid application process to make it simpler and more accurate. ALL students and parents (dependent students only) who indicate they have filed a federal tax return will be directed to use the IRS Data Retrieval Tool (DRT).
- Applicants and parents who indicate they “will file” a federal tax return will receive email communication(s) directing them to use the IRS Data Retrieval Tool (DRT) to update their income information once they have filed their 2014 federal income tax return.
- Applicants selected for the verification process will be required to use the IRS Data Retrieval Tool (or) they may choose to request a tax return transcript from the IRS which can later be submitted to the Financial Aid Office.

The Financial Aid Office highly suggests that you use the IRS Data Retrieval Tool from the start if eligible. Even though it sounds like it may delay your application, it will be a quicker method than requesting an IRS Tax Return Transcript.

What Is The IRS Data Retrieval Tool (DRT)?

The IRS Data Retrieval Tool (IRS DRT) allows you and if applicable, your parent(s) to upload data from your federal tax returns into your FAFSA. It may be used during the initial filing or when subsequent corrections are made to your 2015-16 FAFSA. This option will streamline and expedite the processing of your financial aid not to mention simplification of completing the FAFSA. Your taxes must be submitted to the IRS at least 2 weeks prior to using the tool.

In What Cases Will I NOT Be Able To Use The DRT?

You will not be able to use the IRS Data Retrieval Tool (DRT) if any of the following are true:

- Marital status changed after December 31, 2014
- Filed "Married Filing Separately"
- Filed an amended return
- Filed a foreign tax return
- Filed a tax return using a Tax ID Number (TIN)
- The home address on the FAFSA does not match the address on the tax return
- Applicants who are have not and are not required to file a 2014 Federal Tax Return.

For applicants that cannot use the online IRS Data Retrieval Tool, a Tax Return Transcript must be requested directly from the IRS.

How to Obtain A Free Tax Return Transcript From The IRS?

There are three ways to request your Federal Tax Return Transcript:

1. Order Online at www.irs.gov, then select the following:
 - a. Click “Get Transcript for My Records” located on the right-hand side under ‘Tools’
 - b. Click “Get Transcript Online” button
 - c. Sign in to your IRS account or create an account
 - d. Once signed in, on the ‘Get Transcript’ page, select ‘Higher Education/Student Aid

- e. Under 'Return Transcript,' select the appropriate year for the tax transcript requested by the Financial Aid Office. For Financial Aid Applications for the 2015-16 year, select '2014'
 - f. A PDF of your Tax Return Transcript will open in a new tab/window of your web browser. Save this PDF and email to the Financial Aid Office, or print out a copy and either mail it or fax it to the Financial Aid Office
2. Call the IRS at 1.800.829.1040, then select the following:
 - a. Option 2 (Personal Income Taxes)
 - b. Option 1 (Tax History)
 - c. Option 2 (Tax Return Transcript)
 - d. Enter & verify SSN
 - e. Enter & verify number of street address
 - f. Press 2 for Tax Transcript and Indicate what year is requested (2014)
 3. Order by Mail: Complete Form 4506T-EZ (Request for Individual Tax Return Transcript) and mail to the address indicated on the form. You may also request a mailed Tax Return Transcript online at <http://www.irs.gov/Individuals/Get-Transcript>

I Did Not Use The IRS DRT When I Filed My 2015-16 FAFSA – Can I Go Back And Update My FAFSA Now That I Have Filed My Tax Return?

YES. Tips for using the IRS Data Retrieval Tool (IRS DRT) after you filed your FAFSA:

1. Go to www.fafsa.ed.gov , click "LOGIN"
2. Click "Make FAFSA Corrections" and enter PIN and password
3. Click "Financial Information"
4. For the question "have you completed the IRS income tax return" choose "already completed"
5. Choose the correct answer to the questions in the pop-up box. If "none of the above" you are eligible to use the IRS Data Retrieval Tool.
6. Enter information requested (name, address, etc.) and click "submit" (all information must match IRS records. Note, periods after middle initials, "St" versus "Street", etc.)
7. Check "Transfer my tax information into the FAFSA" and click "Transfer Now," , click "OK"
8. On the FAFSA webpage, click "Sign and Submit" and follow instructions to submit the changes

** Dependent students must use the DRT process for both themselves and their parents

** Do not make any adjustments to the tax information once it has been transferred to the FAFSA. If any information is incorrect, please contact the Office of Financial Aid.

I Was Selected For Verification. Can I Submit Photocopies Of Tax Returns To Satisfy Verification Requirements?

NO. Beginning with the 2012-2013 award year, institutions can no longer accept copies of federal income tax returns to satisfy federal financial aid verification requirements. In general and in accordance with federal financial aid regulations, all applicants who have already filed their 2015-2016 FAFSA but elect to not use the IRS Data Retrieval Process will be required to support their reported FAFSA data with information obtained directly from the Internal Revenue Service (IRS). This would include but not be limited to a 2014 IRS tax return transcript for students and their parents (if a dependent student), as well as other documentation required to verify information on the FAFSA.

Applicants Who Choose Not To Use the DRT Tool OR Change the IRS Income Information

Applicants who choose not to use the FAFSA-IRS Data Retrieval Tool (OR) applicants who use the tool but subsequently change the income information will be informed that they will be required to verify the information used on the FAFSA. Verification includes, but is not limited to, submitting a copy of your/your parent 2014 IRS Tax Transcript (see item #3 for instructions as to ordering a copy from the IRS) and may require verification of family members, those enrolled in college, and child support received.