IRS Data Retrieval Tool – 2013-2014 academic year

This tool must be used when completing your FAFSA or an IRS 2012 Tax Transcript must be submitted. If you choose to do neither, you will not be eligible to receive any federal grant, loan, or Work-Study, nor will you be considered for any financial aid offered by the University Office of Student Financial Aid.

Important Changes to the FAFSA Process

• The US Department of Education has recently decided to streamline the financial aid application process and to make it 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 2012 federal income tax return.
• Applicants selected for the verification process will be required to use the IRS Data Retrieval Tool (DRT) or they may choose to request a tax 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 Transcript which may take 2 to 4 weeks to receive.

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 2013-14 FAFSA. This option will streamline and expedite the processing of your financial aid not to mention simplification of completing the FAFSA. The IRS DRT will be available beginning February 3, 2013. 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, 2012
- 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 2012 Federal Tax Return.

For applicants that cannot use the online IRS Data Retrieval Tool, a paper tax 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 “Order a Tax Return or Account Transcript” located in the right-hand column
   b. Click “Order a Transcript” under Step 3
   c. Enter your SSN, date of birth, street address and zip code
   d. Click Continue
   e. Select “Return Transcript”
   f. Then select the appropriate year—2012
g. Click “Continue” (If you amended your tax return, you must submit an IRS Tax Account
Transcript as well as the IRS Tax Return Transcript)

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 (2012)

3. Order by Mail: Complete Form 4506T-EZ (Request for Individual Tax Return Transcript) and mail to the
   address indicated on the form. Form 4506T-EZ is available online at www.irs.gov

I Did Not Use The IRS DRT When I Filed My 2013-14 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 2013-2014 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 2012 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 2012 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.

If you choose NOT to complete the FAFSA using the DRT and choose NOT to submit an IRS 2012 Tax
Transcript, then per federal regulations you are not eligible to receive any federal grant, loan, or Work-
Study, nor will be considered for any financial aid offered by the University Office of Student Financial Aid.
No further consideration of your application will be made.