Albany State University

OFFICE OF FINANCIAL AID

IRS Data Retrieval Process

Starting with the 2012-13 FAFSA, schools are no longer permitted to accept federal tax returns to satisfy verification requirements. If you are selected for verification and you did not utilize the IRS Data Retrieval Process, you may still update your FAFSA and use the IRS Data Retrieval Process to avoid requesting a Tax Transcript from the IRS.

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

Instructions for Updating Your FAFSA to use the IRS Data Retrieval Process

Parent

1. Log back into www.fafsa.gov
2. Click on Make FAFSA Corrections
3. Enter your Pin and Password and Click Next
4. Click on the Financial Information tab
5. Select "Already Completed" for the question "For 2012, have your parents completed their IRS income tax return or another tax return?"
6. If the answer to the next set of questions is "None of the above", Select the parent and enter the parent's FAFSA Pin
7. Click "Link to IRS"
8. Read the notification about Leaving FAFSA on the Web and Click Ok
9. On the IRS Web site, enter the requested information and Click Submit
10. If the IRS is able to validate you tax information, the information will be displayed.
11. Click the box under "Transfer My Tax Information into the FAFSA" and Click "Transfer Now"
12. Return to the FAFSA website using the links provided

Student

1. If you filed taxes, proceed to the Student Tax Information section.
2. Select "Already Completed" for the question "For 2012, have you completed your IRS income tax return or another tax return?"
3. If the answer to the next set of questions is "None of the above", enter your FAFSA Pin
4. Click "Link to IRS"
5. Read the notification about Leaving FAFSA on the Web and Click Ok
6. On the IRS Web site, enter the requested information and Click Submit
7. If the IRS is able to validate you tax information, the information will be displayed.
8. Click the box under "Transfer My Tax Information into the FAFSA" and Click "Transfer Now"
9. Return to the FAFSA website using the links provided

Once you have transferred the IRS income tax return data, continue to the "Sign & Submit" section and submit your corrections.

For additional instructions, please view this YouTube video – IRS Data Retrieval – 2013 – 2014 FAFSA - http://www.youtube.com/watch?v=W47_YTRVYD4

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