Cumberland
UNIVERSITY

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2019-2020 FAFSA - IRS Data Retrieval Tool Instructions

Some Families Will Not Be Able to Use the IRS Data Retrieval Tool:

• If filing status is "will file" and estimated information is entered on the FAFSA

• If the parents of a dependent student file separate tax returns;

• If an applicant's parent or the applicant has a change in marital status after the end of the tax year

• If anyone has filed an amended tax return;

• If the applicant or applicant's parents have filed a foreign tax return.

How the IRS Data Retrieval works:

If you and your parents have filed federal tax returns before starting the FAFSA, you will be able to obtain your income information while completing the FAFSA. If you have not filed federal tax returns before starting the FAFSA, you may input the IRS Data Retrieval information after filing federal tax returns by using the FAFSA corrections process.

Electronically filed tax return information will be available online from the IRS site 1-2 weeks after the return has been filed; data from paper tax returns will be available in 6-8 weeks.

During the completion of the FAFSA or the Correction process, you will have the option to "Transfer" tax information to the FAFSA. Applicants can also choose NOT to transfer the data to the FAFSA. Transferred data will have a notation - "Transferred from the IRS." Applicants that choose not to transfer the data or who change any of the transferred amounts, increase their likelihood of being selected for verification by the Department of Education and/or the school(s) processing their FAFSA.

To Process the FAFSA Correction:

1. Log in to the FAFSA website at www.fafsa.gov with your identifying information and FAFSA PIN.

2. Under the Financial Information section, when the filing status is "Already Completed" several filtering questions will be presented to see if the applicant is eligible to use the IRS Data Retrieval Tool.

3. The parent AND student (if they are correcting their tax information) will identify themselves and enter their PIN separately.

4. Select "LINK TO IRS" to leave the FAFSA website and migrate to the IRS website to Request Tax Information. Enter required information:
   a. Filing Status
   b. Street Address and / or PO Box (exactly as on the tax return filed with IRS)
   c. City, State and Zip Code

5. If the information matches, the Retrieved Data will display and the applicant has the option to Transfer My Tax Information into the FAFSA by checking the "Transfer My Tax Information" Box, then select "Transfer Now". Please note that the information transferred from the IRS will be masked and displayed as "xxx" to protect the data.

*NOTE: Income from work (wages) does not populate with the IRS Data Retrieval Tool.

Answer the question about earnings (wages, salaries, tips, etc.) whether or not a tax return was filed. This information may be on the W-2 forms, or on IRS Form 1040—lines 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); on 1040A—line 7; or on 1040EZ—line 1. If any individual earning item is negative (such as amounts on line 12 or 18 from Schedule C, Schedule C-EZ or Schedule F,) do not include that item in your calculation. Do not leave this item blank. Enter -0- if no income from work is reported for any parent or student whose information is provided on the FAFSA.

6. Signing the FAFSA Correction:: The student AND parent of dependent students will be required to sign the corrected FAFSA.

Tips & Tricks

- Make sure you request a Tax **RETURN** Transcript.
- Have the transcript mailed to you; make a copy for your records, then you send it to the Student Financial Services Office.
- If parents or spouse file separately, make sure to order a Tax Return Transcript for each one.
- If faxing or making copies of the Tax Return Transcript, remember there is often information on BOTH sides of the paper.
- Electronically filed tax return information will be available online from the IRS site 3-4 weeks after the return has been filed; data from paper tax returns will be available in 8-10 weeks.

Options for Requesting a Tax Return Transcript, if unable to utilize IRS Data Retrieval Tool

Request Method	Where?	How?	When?
Online- Download	www.irs.gov	Printable download	Immediately
Online	www.irs.gov	Mailed	5-10 business days
Phone	800-908-9946	Mailed	5-10 business days
Mail IRS Form 4506t-EZ	www.irs.gov/pub/irs-pdf/f 4506tez.pdf	Mailed	5-10 business days
In person (Local IRS Office)	801 Broadway Nashville, TN 37203 Mon-Fri 8:30 am to 4:30 pm	In Person, printed	Immediately