How to Correct Your FAFSA Using the IRS Data Retrieval Tool

1. Go to [https://www.fafsa.gov](https://www.fafsa.gov)
2. Log In with the student’s name, date of birth, and social security number.
3. Click on “Make Correction,” enter the student’s FAFSA PIN and select a password.
4. Click on the “Financial Information” tab (if correcting for Parent, click the “Parent Financial Information” tab)
   - If dependent & updating Parent information, under the IRS Data Retrieval selection, select “mother” or “father” and enter that parent’s FAFSA PIN. Click on “Link to IRS.”
   - If independent, enter your FAFSA PIN and click “Link to IRS.”
   - Enter the address and tax filing status exactly as it appears on the tax form. Click “Submit”
   - Review the summary of your tax information, select “Transfer my tax information into the FAFSA” and click “Transfer Now.”
   - Expect a message confirming that the information transferred. **DO NOT** manually change any of the transferred information; otherwise it will not be considered “data retrieved.”
   - Continue through the screen and select “Submit.”
   - If dependent and you need to use the IRS Data Retrieval Tool, follow the same steps after the parent information has been updated.
   - **Remember** to sign your FAFSA with your PIN (and parent’s PIN if dependent), accept their terms of agreement, and submit your FAFSA.
   - Expect a confirmation page indicating you have successfully submitted your FAFSA correction.
     - If you do not re-submit your FAFSA, it is the same as completing your homework assignment, but never giving it to your professor!

Retrieved data includes:
- Adjusted gross income
- Taxes paid
- Number of exemptions
- Education credits
- Untaxed portions of IRA distributions and pensions.

IRS Data Retrieval Tool (DRT) Video!
Go to youtube.com
Search: IRS DRT
“IRS Data Retrieval Tool – FAFSA” by UCSBFinAid

How to Obtain your IRS Tax Return Transcript from the IRS

Tax filers can request a Tax Return Transcript of the 2012 or 2013 tax return from the Internal Revenue Service (IRS), **free of charge**, either online, phone, or from the local IRS office.

1. **Print transcripts online**
   b. Click “Get Transcript Online”
   c. Sign in or create an account
      - Note: you will be given an option to create an account as a guest when you click “Create Account.” The IRS will still need your information to obtain your tax information.
   d. On the “Get Transcript” page, it will ask what you need a transcript for; click on “Higher Education/Student Aid”
      - It will suggest you need a **Return Transcript** and highlight that section.
        - 2013-2014 Verification: choose 2012 Return Transcript
        - 2014-2015 Verification: choose 2013 Return Transcript
      - If you filed an amended tax return (a 1040x), our office will need both a Return Transcript and an Account Transcript.
   e. When you click the year, you will have a pop up window display your Return Transcript: Print this page.
   f. Sign out and close all windows for security.
2. **Requesting transcripts via telephone**
   a. Available from the IRS by calling 1-800-908-9946
   b. Tax filers must follow the prompts to enter their social security number and the numbers of their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address.
   c. Select “Option 2” to request an IRS **Tax Return Transcript**, and then enter “2012.”
   d. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 business days from the time the IRS receives the request.
   e. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS

3. **Requesting at your local IRS Office**
   a. You may also request your **Tax Return Transcript** at your local IRS office. In Fort Wayne, you may visit:
      - 201 E. Rudisill Blvd., Suite 110
      - Fort Wayne Office Phone: (260) 458-5000
   b. Tax payer must be present to obtain the tax return transcript
   c. Remember: The tax return transcript is the line-by-line version of the taxes. We **cannot** accept an Account Transcript. **Exception:** If you filed a 1040X to amend (make a correction) to last year’s taxes, we will need both the Tax Return Transcript and the Account Transcript.

   ❖ **Note:** Make a copy of your **Tax Return Transcript before** turning it into the Financial Aid Office. Keep copies of your tax information.