

IRS Data Retrieval Tool

Beginning February 1, 2012, students and parents who have filed their IRS tax return are able to select the IRS Data Retrieval option on the Free Application for Federal Student Aid (FAFSA) to transfer tax information to the FAFSA. We strongly encourage you to select this option during the initial filing or when subsequent corrections are made to your FAFSA. **This option will streamline and expedite the processing of your financial aid.** To watch a brief tutorial containing step-by-step instructions on how to submit corrections on your FAFSA using the IRS Data Retrieval Tool, go to http://www.youtube.com/watch?v=W47_YTRVYD4.

To successfully use IRS Data Retrieval you must:

- Have a federal tax return filed with the IRS.
- Have a valid social security number.
- Have a Federal Aid Personal Identification Number (PIN).

You will be unable to use IRS Data Retrieval if:

- Your marital status changed after December 31, 2012.
- You filed married filing separately.
- You filed an amended return.
- You filed a foreign tax return.
- You 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.

According to the IRS, this tool cannot be used until 1-2 weeks after electronically filing a tax return and 6-8 weeks after filing paper tax returns.

How It Works

When either a parent or student selects the IRS Data Retrieval option, the FAFSA Central Processing System (CPS) will conduct a data match with the IRS. As the federal income tax filer, you will be redirected to a secure IRS website, where you will permit the IRS to transfer income data to the CPS. Data that is successfully matched will be marked on the FAFSA with the following notation, "Transferred from the IRS." It's as simple as that. This process avoids reporting errors and processing delays that can otherwise occur when the option is not selected.

How to Obtain a Tax Transcript from the IRS

If your FAFSA is selected for verification, and you did not use the IRS Data Retrieval option or you changed the IRS data, you will be required to request a tax transcript from IRS and submit it to the Student Financial Services Office instead of supplying federal tax returns as has been past practice as part of Lock Haven University's verification process.

There are three ways to request your tax transcript - by phone, online, or by mail. Please make sure you request a Tax Transcript. Do not request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes.

1. **Phone** - A tax return transcript can be ordered by phone by following these steps:

- Call the IRS at 1-800-908-9946 1-800-908-9946 FREE between 7:00 a.m. and 7:00 p.m.
- Tax filers must follow prompts to enter their social security number and the numbers in 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 U.S. Postal Service, the IRS may have the updated address on file.
- Select "Option 2" to request an IRS Tax Return Transcript, and then enter the appropriate tax year (e.g. 2012).
- 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.

2. **Online** - A tax return transcript can be ordered online by following these steps:

- Go to www.irs.gov.
- Click the "Order a Tax Return or Account Transcript" link in the "Tools" section.
- Click the "Order a Transcript" link in Step 3.
- Enter your SSN, Date of Birth, Street Address, and Zip Code.
- Click Continue.
- Select "Return Transcript" for the appropriate tax year (e.g. 2012).
- Click the "Continue" button.

3. **Mail** - A tax return transcript can be ordered by mail by following these steps:

- Complete Form 4506-TEZ (Request for Transcript of Tax Return).
- Form 4506-T is available online at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>. Mail or fax the completed IRS Form to the appropriate address (or fax number) provided on page 2 of Form 4506T-EZ.
- The IRS will mail the transcript(s) to the address you list on Form 4506T-EZ.