

www.fafsa.gov

Who cannot use the IRS Data Retrieval Tool:

- The student/parent is married, and either the student/parent or his/her spouse filed as Married Filing Separately.
- The student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
- The parents' marital status is "Unmarried and both parents living together."
- The student/parent filed an amended tax return.
- The student/parent filed a Puerto Rico or foreign tax return.

Any students or parents who meet the above criteria, or if for any other reason cannot use the IRS Data Retrieval Tool, will need to correct their tax return information manually.

If you have any questions, or want to make sure the FAFSA changes have been processed, contact the Financial Aid Office of the college or university you are planning to attend.

Have questions about FAFSA?

www.fafsa.gov

1-800-4-FED-AID (1-800-433-3243)

To learn more about Financial Aid, visit:

www.studentaid.ed.gov

www.wiu.edu/fa

www.isac.org

1-800-899-4722

**I've submitted
my FAFSA,
what's next?**

What you need to know:



- Your FAFSA application will take 3 to 5 days to be processed after it is submitted electronically.
- If you provided an e-mail address, you will receive an e-mail from the Dept. of Education notifying you when and how you can view your **Student Aid Report (SAR)**.
- The **SAR** is a summary of all the information you provided in the FAFSA application. It's important to review it carefully as it will indicate if any data is missing, needs to be corrected, or needs clarification.
- If you do not hear from the Dept. of Education, go to www.fafsa.gov, log in under 'Returning User' and check the status of your FAFSA, or call 1-800-4-FED-AID (1-800-433-3243) to inquire about status.

IMPORTANT: If income estimates were used to complete the FAFSA, it will be necessary to go back to make any necessary corrections once your/your parent(s) tax return is filed.

The easiest way to do it is using the IRS Data Retrieval Tool (DRT) through www.fafsa.gov. In a few simple steps most eligible students and parents who filed a federal tax return can view and transfer tax return information directly from the IRS into the FAFSA. The IRS Data Retrieval Tool will be available to families starting early February, and can be used 1-2 weeks after you file taxes electronically, or after 6-8 weeks if you file a paper form.

How to use the online IRS Data Retrieval Tool to correct federal tax return information:



1. Go to the FAFSA website (www.fafsa.gov). Log in under 'Returning User'
2. Scroll down and select "Make FAFSA corrections"
3. Select the "Financial Information" tab, and change the tax filing status to "Already Completed"
4. The FAFSA will ask several questions to determine if the student/parent is eligible for the IRS DRT
5. Click on "LINK TO IRS"
6. It will ask for your permission to redirect you to the IRS website – click 'OK'
7. Enter the name and address **exactly** as it appears on your Federal Tax Return, and click 'Submit'
8. Once accuracy has been ensured, the student/parent should indicate "Transfer My Tax Information into the FAFSA" and click "Transfer Now"
9. You will be redirected back to the fafsa.gov and you should receive a message: "You have successfully transferred your IRS tax information"
10. Once returned to the FAFSA, students and parents should be able to see text indicating that information has been "Transferred from the IRS". Students and parents should not make any changes to any of the transferred information, as doing so, will nullify the transfer process.
11. Make sure to sign and submit the FAFSA with the Parent and Student PIN information. You should receive a Confirmation Page stating that you have successfully submitted changes to your FAFSA.

