

## 2012-2013 INSTRUCTIONS FOR ISIR DATA RETRIEVAL TOOL

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to [www.fafsa.gov](http://www.fafsa.gov), log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your FAFSA.

To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the “Order a Return or Account Transcript” link or call **1-800-908-9946**. Make sure to request the “IRS tax return transcript” and **NOT** the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2011 IRS tax return was filed.)

It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you and your spouse or your parent are married and filed separate 2011 tax returns, a tax return transcript for both must be submitted.

You may also request a tax transcript by mailing or faxing the paper Form 4506T-EZ, which can be printed from the IRS website.

### **Did you file an amendment to your return?**

If you filed an amendment to your tax return you cannot use the IRS Data Retrieval process. Instead, you must request a “tax transcript” which contains the information on the original return, **AND** a “tax account transcript” which contains only the data that was altered. Both documents will need to be submitted to the financial aid office.