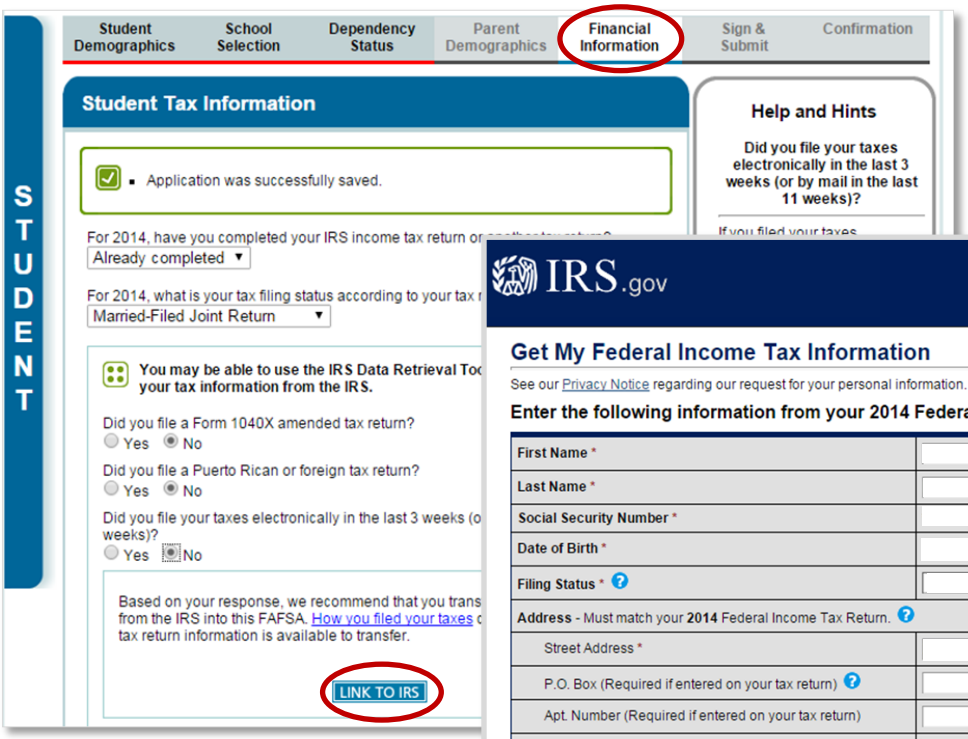
INCOME VERIFICATION

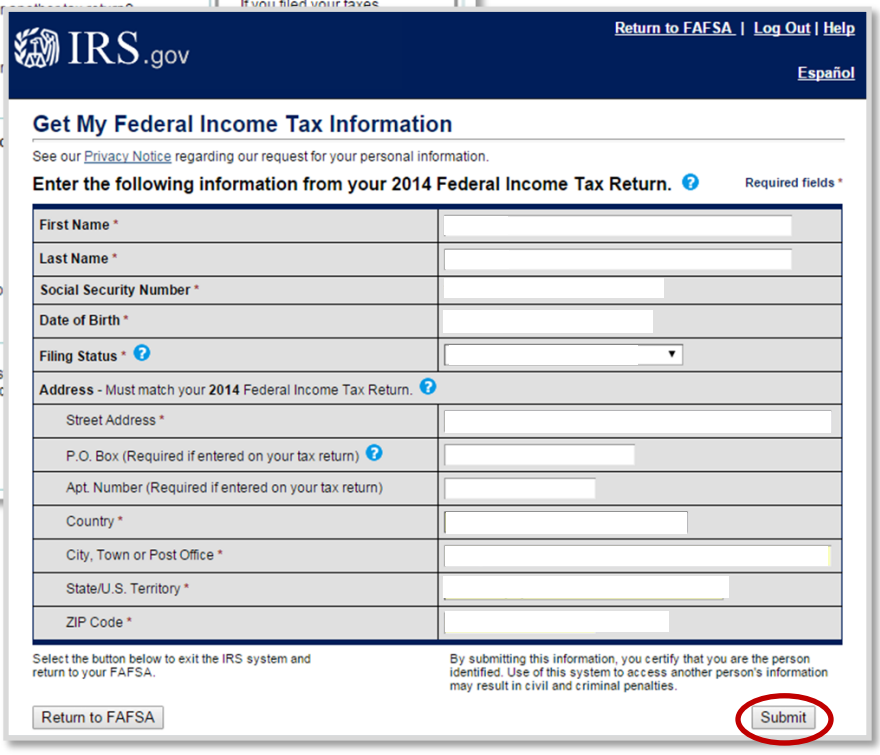
If the Office of Financial Aid is requesting Income Verification , the most efficient way to satisfy this requirement is to make a revision to your FAFSA, transferring in your tax information utilizing the *IRS Data Retrieval Tool*. To do so, follow these steps:

1 Login to your FAFSA with your FSA ID at www.fafsa.gov and select the option to *Make FAFSA Corrections*



2 Under the *Financial Information* tab, answer the tax questions, then select *Link to IRS*.





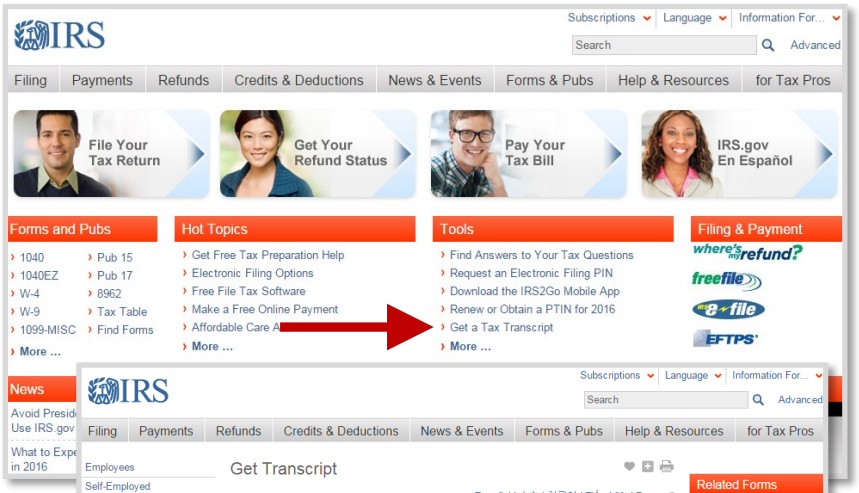
3 You'll then be routed to the IRS website to complete the required information and *Submit*.

Note:
IRS.gov data entries are very sensitive and must match *exactly* what was submitted on your tax form.

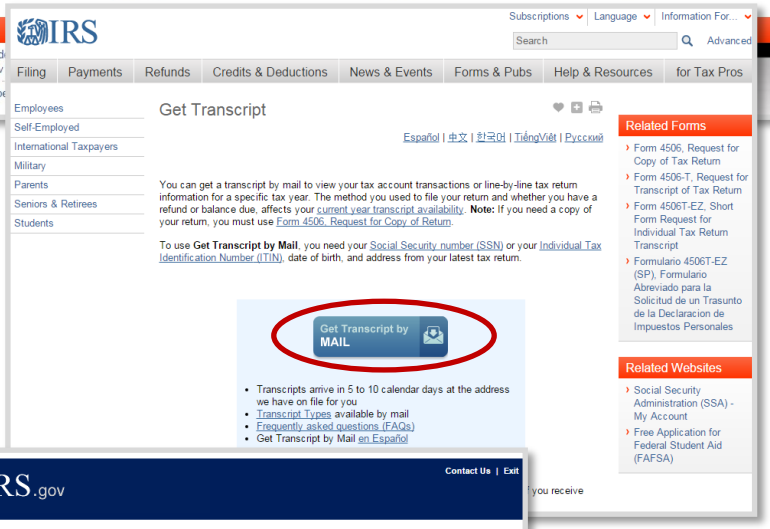
After authorizing the link, you will routed back to your FAFSA. Be sure to complete these steps for both the student and the parents, then **submit your FAFSA again** to resend your changes for processing.

INCOME VERIFICATION

In some cases, you may be unable to use the FAFSA IRS Data Retrieval tool. If you choose not to use the IRS Data Retrieval or are unable to, an alternate option is to request a Tax Return Transcript from the IRS. Your transcript will be mailed to you approximately two weeks after your request is submitted. To request a transcript, follow these steps:

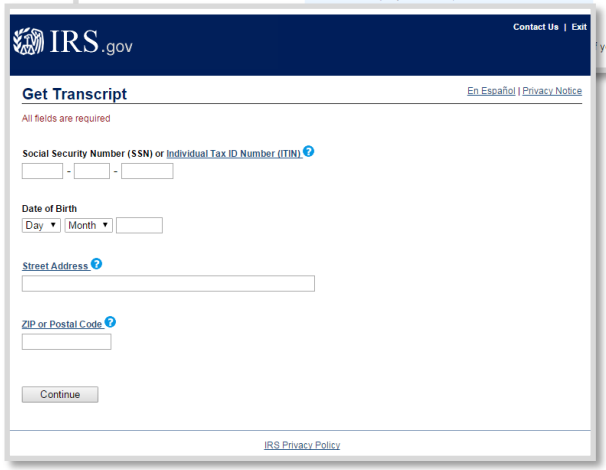


1 Go to www.irs.gov and select the *Get a Tax Transcript* option



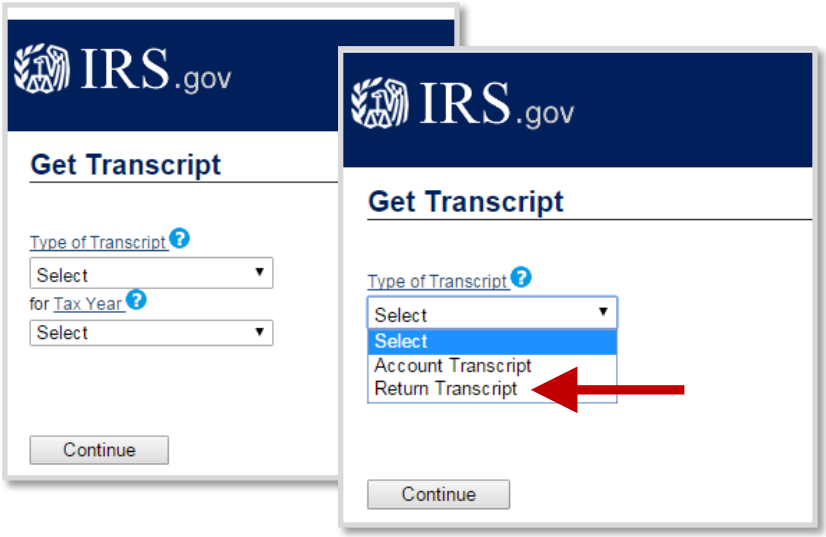
2 Select *Get Transcript by MAIL*

Note:
If you have moved since filing your tax return, you will need to first complete a change of address with the IRS before requesting your transcript, so that your transcript is mailed to the right address.



3 Enter requested data

Note:
IRS.gov data entries are very sensitive and must match *exactly* what was submitted on your tax form.



4 Select **Return Transcript** from the *Type of Transcript* menu and the appropriate tax year.

Note:
Return Transcript must be requested; the Office of Financial Aid **cannot accept an Account Transcript**.