



# IRS Data Retrieval Process for the FAFSA

The IRS Data Retrieval process allows online FAFSA filers to pull specific tax return data directly from the Internal Revenue Service (IRS).

## How the process works:

Approximately two weeks after electronically filing your tax forms, your IRS data will be available to retrieve and transfer into your FAFSA by entering your:

- FAFSA PIN
- type of tax return filed
- address as it appears on your tax return

Retrieved data includes:

- adjusted gross income
- taxes paid
- number of exemptions
- education credits
- untaxed portions of IRA distributions and pensions

The following information will not be retrieved and must be manually entered into the FAFSA:

- Income earned from work: Box 1 of student and parent W-2s
- Income earned from self-employment: Line 12 or 18 of your 1040 (if this is a negative number, enter zero)
- Income earned from partnership: Box 14 (Code A) of Schedule K-1 (Form 1065) manually enter all information.

If applicable, you must also enter:

- payments to tax-deferred pension (Box 12 of W-2, codes D, E, F, G, H and S)
- child support paid or received

NOTE: If your tax return has not been processed, you must manually enter all information.

## Updating your processed FAFSA:

If you manually entered your IRS data on your FAFSA, you may update the form with electronically-retrieved IRS data when it becomes available. To do this, go to "Make Corrections to a Processed FAFSA" at [fafsa.gov](http://fafsa.gov).

## Verification:

If you are selected for verification, the college may request the following items:

- IRS Tax Transcript -- request at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946
- W-2s from those who did not file a tax return
- Official documentation of child support paid
- Official documentation of food stamps received

## Applying for Federal Loans:

Your financial aid award notification from the college will indicate student and parent loans available. The student and parent will complete promissory notes at [Studentloans.gov](http://Studentloans.gov) (FAFSA PIN required). Students must also complete Student Loan Entrance Counseling.



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