IRS Data Retrieval Option for 2016-17 FAFSA

Students and parents may use "estimated income" information on the initial FAFSA. **Beginning late February 2016,** you will be able to select the IRS Data Retrieval option on your FAFSA. We strongly recommend that parents and students select this option when filing the initial FAFSA or when subsequent corrections are made to your 2016-17 FAFSA application. This option will streamline and expedite the processing of your financial aid application.

**IRS Data Retrieval Tool Instructions**

The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

- Go to fafsa.ed.gov and select the “Start Here” button
- Log in using your FSA ID
- Select the “Continue” or “Make a Correction” button
- Select the “Financial Information” tab from the top of the page

**Instructions for the parent to request the parent IRS Information:**

1. Go to “Parent Financial Information” tab
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool (if you are **not** eligible to use the tool, you must submit your 2015 Tax Return Transcript to our office, see page 2 for instructions)
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click “Link to IRS”
6. Review the information displayed and select the “Transfer My Information into the FAFSA” option (Note: changing transferred information will invalidate the transfer and could cause additional documents to be required)
7. Proceed to the Sign and Submit page

**Instructions for the student to request the student IRS Information:**

1. Go to “Student Financial Information” tab
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool (if you are **not** eligible to use the tool, you must submit your 2015 Tax Return Transcript to our office, see page 2 for instructions)
3. If eligible, click “Link to IRS”
4. Review the information displayed and select the “Transfer My Information into the FAFSA” option (Note: changing transferred information will invalidate the transfer and could cause additional documents to be required)
5. Proceed to the Sign and Submit page
VERIFICATION OF TAX INFORMATION

IRS Data Retrieval through the FAFSA:
Use the IRS Data Retrieval Process to submit correct tax information. The IRS Data Retrieval Tool is available 2 weeks after filing tax return electronically or 8 weeks after filing a return by mail. You will not be required to submit a federal tax return transcript once our office receives the unaltered retrieved IRS information. This option will streamline and expedite the processing of your financial aid application. For instructions, view IRS Data Retrieval under Tools on our website: www/csuchico.edu/fa

OR

If you are unable to use the IRS Data Retrieval Process, you will be required to submit a Federal Tax Return Transcript. Tax Account Transcripts or copies of your 1040 are not acceptable. Tax Filers may now obtain a federal Tax Return Transcript 2 weeks after filing their tax return electronically or 8 weeks after filing their tax return by mail.

Requesting Tax Return Transcripts:

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<tr>
<td>Online (Get Transcript)</td>
<td><a href="http://www.irs.gov/transcript">www.irs.gov/transcript</a></td>
<td>Paper</td>
<td>Get Transcript by Mail</td>
<td>5-10 days*</td>
<td>No</td>
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<td><a href="http://www.irs.gov">www.irs.gov</a></td>
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<td>Mailed</td>
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<td>No</td>
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<tr>
<td>Telephone</td>
<td>(800) 908-9946</td>
<td>Paper</td>
<td>Mailed</td>
<td>5-10 days*</td>
<td>No</td>
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<td>Paper</td>
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Do not request delivery directly to our office. Please submit a copy of the federal tax return transcript with the student’s name and Chico State ID printed at the top right corner of each page. If you fax a transcript to our office, please be aware that tax return transcripts are two-sided.