

VaughnCollege

of aeronautics and technology

Office of Financial Aid

When Should Students and Parents Use the IRS Data Retrieval Tool?

The student and/or parent can use the IRS Data Retrieval Tool, after filing his/her federal income tax returns, to update the income section of the FAFSA form. Or the IRS Data Retrieval Tool can be used to update the income section of the FAFSA form after the family has filed their federal income tax returns.

Students and parents must have filed their federal income tax returns **before** they can use the Data Retrieval Tool. The IRS Data Retrieval Tool can be used 1-2 weeks after filing federal income tax return electronically. If filing a paper return, the student or parent must wait 6-8 weeks after filing a paper return. Each year, the IRS Data Retrieval Tool will be available in early February.

How Does the IRS Data Retrieval Tool Work?

While completing or updating the online FAFSA, students and parents will have the opportunity to use the IRS Data Retrieval Tool, to enter or update the income section of the FAFSA. Students and parent will be asked a few screening questions to determine their identity.

Students and parents who choose to use the tool will be temporarily transferred to the IRS website, where they will be asked a few questions to authenticate themselves (i.e., prove that they are who they say they are).

After the student or parent has identified him or herself, the IRS web site will display the data, to be transferred, to the income section of the FAFSA. The student or parent will be given the option whether or not to transfer the data. **DO NOT CHANGE ANY DATA** unmodified data may reduce the likelihood that your FAFSA will be selected for verification. Once the data is transferred to the income section of the FAFSA the student or parent will then be returned to the FAFSA web site where they will complete the rest of the FAFSA.

Who Can Use the IRS Data Retrieval Tool?

Students and parents must have a valid Social Security Number and FAFSA PIN to use the IRS Data Retrieval Tool. The student and parent will need to authenticate himself or herself to the IRS in order to use the IRS Data Retrieval Tool. Students and parents must use the tool separately for their respective income tax returns.

Who Can't Use the IRS Data Retrieval Tool?

If an independent student is married and files separate federal income tax returns or a dependent student's parents are married and file separate federal income tax returns (e.g., married filing separately or head of household), the student and/or parent will not be able to use the IRS Data Retrieval Tool. Also, if there has been a change in the marital status of the student or parent (if the student is a dependent) after the end of the tax year, the student or parent will not be able to use the IRS Data Retrieval Tool.

The IRS Data Retrieval Tool will transfer information only from an original income tax return and not an amended income tax return. Thus if the student, spouse or parent, has filed an amended income tax return, the student, spouse or parent will not be able to use the IRS Data Retrieval Tool.

Students or parents who have filed a foreign income tax return instead of or in addition to a US income tax return will be unable to use the IRS Data Retrieval Tool. For example, taxpayers who file both a US income tax return and a Puerto Rican tax return will be unable to use the IRS Data Retrieval Tool. Also, the IRS Data Retrieval Tool is available only to taxpayers who have a valid Social Security number. Taxpayers who file income tax returns using a Tax ID Number (TIN) will not be able to use the tool.

The home address listed on the FAFSA must match the home address listed on the federal income tax return.

Avoiding Verification

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If the student or parent allows the data to be transferred from the IRS Data Retrieval Tool to the FAFSA without modification, the transferred data will not be subject to verification. This will reduce the likelihood that the student's FAFSA will be selected for verification, potentially saving the student and parent time and hassle. (Vaughn College's financial aid administrators are strongly encouraging students and parents to use the IRS Data Retrieval Tool reduce potential errors).

Choosing Not to Use the IRS Data Retrieval Tool

If a student or parent does not use the IRS Data Retrieval Tool and the student's FAFSA is selected for verification, the student and/or parent will be required to complete IRS Form 4506-T, Request for Transcript of Tax Return, if selected for verification. It's usually quicker to request the tax transcript electronically or by phone (see instructions below). It can take up to 30 days to process a paper copy of IRS Form 4506-T. If the student, spouse or parent filed an amended income tax return, they will be required to request both a tax return transcript and tax account transcript

It is no longer sufficient to provide a photocopy of the federal income tax return. The US Department of Education is requiring students, spouse and parents to provide a copy of their federal income tax returns directly from the IRS to prevent fraud.

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, you must submit a 2011 IRS tax return transcript- not a photocopy of the income tax return. The IRS tax return transcript can be requested in one of three ways:

REQUEST ONLINE

1. Go to www.irs.gov
2. Click on the "Order a Return or Account Transcript" link.
3. Enter the tax filer's social security number, date of birth, street address, and zip code. Use the address that was listed on the latest tax return filed.

*** Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."***

REQUEST BY TELEPHONE

1. Call the IRS at 1-800-908-9946
2. Follow prompts to enter the tax filer's social security number and the numbers in the street address. Generally, this will be the numbers of the street address that was listed on the latest tax return filed.
3. Select "Option 2" to request an IRS Tax Return Transcript and then enter "2011."

REQUEST BY PAPER

1. Download IRS Form 4506T-EZ at www.irs.gov/pub/irs-pdf/f4506tez.pdf
2. Complete lines 1-4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. This is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on line 4.
3. Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
4. Enter "2011" on line 6 to receive IRS tax information on the 2011 tax year that is required for the 2012-2013 FAFSA.
5. The tax filers must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
6. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address or fax number provided on page 2 of Form 4506T-EZ.

Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript, at the address included in their request, within 5 to 10 days from the time the request was successfully transmitted to the IRS.

If you need help or have any questions please contact the Financial Aid Office, at 718.429.6600 extension 100.