Piedmont College

2016-2017 IRS Data Retrieval Process

All financial aid applicants selected for verification must verify their FAFSA data. If you are eligible to use the IRS Data Retrieval Tool, you are strongly encouraged to do so as it verifies tax return data more easily and accurately.

If you cannot or do not wish to use the IRS Data Retrieval Tool on your FAFSA, you will be required to send official 2015 tax return transcripts to the Financial Aid Office. Instructions on requesting a tax return transcript can be found at http://www.irs.gov/individuals/article/0,,id=232168,00.html?portlet=105.

Please note: the IRS requires a waiting period of 2-3 weeks after e-filing taxes or 6-8 weeks after filing taxes through the mail before the IRS Data Retrieval Tool or transcripts become available.

How to use the IRS Data Retrieval Tool:

1. If you have not already done so, please apply for an FSA login and password. This is different than the pin number that was previously assigned to you by the Department of Education. FSA login’s are needed for both student and parent. https://www.nslds.ed.gov/npas/index.htm

Once you have your FSA login and password, log into www.fafsa.gov

2. Click on Make FAFSA Corrections (if you have already completed a FAFSA)

3. Click on the “Financial Information” tab

4. If you have completed your federal tax return, choose “Already completed” from the drop down menu

5. You will be asked a series of questions that determine your eligibility to use the tool. One question reads “I recently filed my taxes”. By “recently” the FAFSA means less than 2-3 weeks if you e-filed or 6-8 weeks if you filed through the mail. If none of these circumstances apply, choose “None of the above”

6. You will now be given a link to transfer your IRS data

7. Once you have clicked on “Link to IRS”, you will see the following page:
9. Click “OK”. Once you have clicked “OK” you will see the following page:

10. Click “OK”. Once you have clicked “OK”, you will complete the fields with your IRS data. When you enter your data, you will want to enter it **EXACTLY** as it appears on the first page of your 2015 IRS form 1040. For example, if you live on Main Street and you wrote your address as “Main St.” on your tax return, then you enter your address as “Main St” (no period after St), the system will tell you that you have entered incorrect information. You will be allowed three attempts to enter correct information.

If you are unable to enter correct data after the third attempt, the system will lock you out and you will be required to send IRS tax transcripts.

11. Once you have entered correct data, you will see the following screen:

12. Check the box under the heading “Transfer My Tax Information into the FAFSA” then click “Transfer Now”
13. Your IRS data will now feed into your FAFSA. Questions that are populated with tax information from the IRS will be marked as such. Do not make any changes to these fields once the data has been linked.

14. If both the student and parent filed tax returns, repeat the process so that both parent and student IRS data is transferred.

15. Then sign your FAFSA (Student and Parent).

16. Congratulations! You have successfully completed the IRS Data Retrieval Process! The Financial Aid Office will receive electronic notification that you have verified your IRS data within three business days.

If you have questions, please feel free to contact the Financial Aid Office at Piedmont College at 706-776-0114 or e-mail finaid@piedmont.edu.