

# How to get us your 2016 IRS Tax Data

**Using the IRS Data Retrieval Tool is the fastest, easiest and most secure way to supply federal income tax information for verification.**

## Why we need it?

Your FAFSA has been selected for Verification and we are required to collect accurate 2016 Federal Tax Data. The easiest way to do this is with the [IRS Data Retrieval Tool](#). Students and parents who have filed their 2016 federal tax returns should use the IRS Data Retrieval option to transfer tax information to the FAFSA.

The Federal Tax Return must be filed at least 2 weeks (if filing electronically) and 6-8 weeks (if filing paper return) before using the IRS Data Retrieval Process to allow the IRS time to process the return.

## How it works?

When either a parent or student selects the IRS Data Retrieval option, the FAFSA's central processing system (CPS) will conduct a data match with the IRS. You will then be redirected to a secure IRS website where you permit the IRS to transfer your income tax return data to the CPS processor. This data will be noted on the FAFSA as "Transferred from the IRS". For your protection, the actual numeric data will not display on the IRS website or the FAFSA. You will not be able to edit "transferred data" fields either, as it will be transferred exactly as it was processed by the IRS.

## How to do it?

Step by step instructions are found online [here](#).

## Who is "NOT" eligible to use the tool?

- Married couples who filed separate tax returns.
- Applicants whose marital status has changed since January 1, 2017.
- Applicants who are neither eligible nor required to file a 2016 Federal Tax Return.
- Applicants who filed a Puerto Rican tax return or foreign tax return.

## Already completed your FAFSA?

If you have already filed a FAFSA, you can still use the IRS Data Retrieval option. Go to the [FAFSA](#) site and sign in using your FSA ID to make a correction to your already processed FAFSA. You should update your information by selecting the IRS Data Retrieval option.

## IRS Data Retrieval not working?

If the FAFSA is selected for verification and the IRS Data Retrieval option was not used or not available, students and parents must request a tax return transcript from the IRS and submit it to the Financial Aid Office. Step by step instructions are found online [here](#). ***Please make sure to request a Tax Return Transcript. Do not request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes.***

The tax return transcript will be mailed, to the address listed on the 2016 Tax Return, within 5 to 10 business days from the IRS.