

**Update your 2023-2024 FAFSA using the IRS Data Retrieval Tool**

- For electronic IRS tax return filers it takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool and up to eight weeks for paper IRS tax return filers
- Go to [www.fafsa.gov](http://www.fafsa.gov), log into your FAFSA account, select “*Make FAFSA Corrections*,” and navigate to the *Financial Information* section of the FAFSA
- From the *Financial Information* section, answer several questions to determine if the student and/or parent(s) are eligible to use the *IRS Data Retrieval Tool* to transfer 2021 IRS income tax information into the FAFSA. If eligible, the student and/or parent(s) will be directed to the IRS website to verify their information and transfer their 2021 tax information into the FAFSA. When the transfer is complete, the student and/or parent will be re-directed back to the FAFSA
- Sign and re-submit the FAFSA

**Provide a 2021 IRS Tax Return Transcript**

- If a tax return was filed and the IRS Data Retrieval Tool is not used, the student and/or the parent(s) appearing on the FAFSA can provide a Tax Return Transcript
- The 2021 federal tax returns must first be filed with the IRS before a Tax Return Transcript can be requested. This is a **free** service provided by the IRS
- Go to <http://www.irs.gov/Individuals/Get-Transcript> and follow the instructions to get an IRS Tax Return Transcript or call 1-800-908-9946 either online or by mail
- Make sure to request the “IRS Tax RETURN Transcript” and **NOT** the “IRS Tax ACCOUNT Transcript” for the 2021 tax year
- When turning in your 2021 Tax Return Transcript, be sure to list the student’s ID number and name on the Tax Return Transcript

**Provide a 2021 Signed Tax Return**

- Print a copy of the 2021 Form 1040. The printed tax return must have a physical signature on the line that says “Sign Here”

**Instructions for Non-Tax Filers**

- If you are a parent or an independent student and are not required to file a 2021 Federal Income Tax Return, you are required to obtain a Letter of Non-filing Status from the IRS
- A Letter of Non-Filing Status may be obtained by submitted IRS Form 4506-T and checking Box 7, submit the 4506-T to the IRS **NOT** the Office of Financial Aid