

## IRS Data Retrieval Tool Instructions

### **Why does Concordia require you to submit tax information?**

The U.S. government requires colleges to collect this information from a select population of families who have completed the FAFSA and are selected in a process called verification.

### **How to submit parent/student 2012 tax information:**

As of last year, the government no longer allows colleges to accept copies of a 1040, 1040A, or 1040EZ as a form of verification. Instead you can utilize the IRS Data Retrieval Tool through the FAFSA to submit your tax information:

Use the 'IRS Data Retrieval' tool when completing or correcting your FAFSA online.

\*\*for more detailed instructions with print screens, go to <http://www.cui.edu/studentlife/financial-aid/undergraduate> and click on the left menu "Verification Process"

- After filing your taxes, go to the FAFSA website at [www.fafsa.gov](http://www.fafsa.gov) and Login. *(Please wait until 3 weeks after you e-filed for it to be available or 8 weeks after you paper-filed)*
- Enter student's information, click next, then click continue, enter the 'password' your created (not your PIN).
- It will ask for your parent information first, select 'Already Complete'. If you cannot answer 'Already Complete, then you will not be able to utilize the IRS Data Retrieval at this time.
- Answer 'Yes' or 'No' to the next series of questions. If you answer 'Yes' to any of these questions, you will not be able to utilize the IRS Data Retrieval tool at this time.
- Enter your PIN and link to IRS.
- Once you click to link to IRS you will receive a message that you are leaving FAFSA On The Web.
- Once on the IRS website, enter the requested information of the person listed on the first line of the 2012 Federal 1040, 1040A or 1040EZ.
- Once the IRS validates your identification, your IRS tax information will display. You will then be given the option to transfer your information by clicking "Transfer Now". You should receive a response "You have successfully transferred your 2012 tax information".
- Click 'Next' and follow the same steps above for the student before going to the last step.
- You are NOT DONE!!! Be sure once you are done with the IRS DATA Retrieval that it takes you back to the FAFSA where you need to complete the sign and submit section by entering your PIN numbers to electronically sign your FAFSA. When you are finished you will receive a confirmation number and Expected Family Contribution (EFC) number.

*Should you have any questions regarding the IRS Data Retrieval process, please contact the Department of Education directly at 1-800-433-3243*

\*\*\*The data that will be retrieved, if applicable, includes:

- Adjusted gross income
- Taxes paid
- Number of exemptions
- Education credits
- Untaxed portion of IRA distributions and pensions

\*\*\*The following information will not be retrieved and must be manually added to the FAFSA if applicable:

- Earned income (for each father, mother, and/or student): listed in Box 1 on W-2 statements
- Self-employment income (Line 12 or 18 of your tax return. If negative, enter zero)
- Earned income from partnership (Form 1065: Box 14, Code A of Schedule K-1)
- Payments to tax-deferred pensions (Box 12a-d, Codes D, E, F, G, H and S on the W-2)
- Child support received or paid
- Other untaxed income such as Housing Allowance, worker's compensation, disability, etc.