

# 2018/2019 Financial Aid Information Sheet

## Updating FAFSA Information: IRS Data Retrieval Tool (DRT)/Tax Return Transcript Instructions

Students should update estimated income information on the FAFSA. This ensures financial aid awards are based on accurate information. The best way to verify income is to use the IRS Data Retrieval Tool. In many cases, no other documentation is required.

Students who are selected for verification must have income and tax information verified directly by the IRS. The IRS Data Retrieval Tool (DRT) or a Tax Return Transcript are available 3-4 weeks AFTER you e-file your taxes OR 8-11 weeks AFTER you paper file your taxes. (If you still owe money to the IRS, this may take longer) The IRS Data Retrieval Tool (DRT) is the preferred method to verify tax information because it is the fastest, easiest and most secure method available. You do not need to complete both. Please choose either the IRS Data Retrieval Tool or request a Tax Return Transcript.

### How to Complete the IRS DRT:

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Click "Login"
3. Enter your FSA ID username and password and select "Next".
4. Click on "Start a New FAFSA", "FAFSA Renewal".
5. Enter Save Key or create a Save Key and select "Next"
6. Complete Demographic, School Selection and Dependency Status Tabs.
7. Click the "Financial Information" tab.
8. Locate the "Have you completed your IRS income tax return?" question. If you can answer this question as "already completed", filter questions will appear that will determine whether the IRS DRT can be used.
9. Click "Link to the IRS". Please note: If you are not able to use the DRT, you will need to order a 2016 Tax Return Transcript.
10. Select "Proceed to IRS Site" when notified that you are leaving FAFSA on the web.
11. Select "Ok" when you receive the prompt stating you are now using and entering a Government website.
12. Once in the IRS site, review the pre-filled information and make sure it is correct. Select the appropriate filing status and enter your address EXACTLY as it is shown on your tax return.
13. Select "Submit." You are **NOT** done. Please continue with Steps 14 – 18!
14. You will now see a summary page of the information that will be transferred into the FAFSA. Check the box that says "Transfer My Tax Information into the FAFSA" and click "Transfer Now"
15. You will be notified, upon success, that the data has been successfully transferred and will be returned to the FAFSA. Financial Information transferred from the IRS will show as "Transferred from the IRS". Parents and Students will **NOT** be able to see or edit the imported amounts.
16. Complete this process for the parent(s) and dependent student if both parties filed a tax return. If one party was not required to file a tax return, be sure that it is indicated on the FAFSA.
17. Once all updates and transfers are complete, continue to the "Sign and Submit" section of the FAFSA and electronically sign using appropriate FSA ID's and passwords.
18. If you are a dependent student, please make sure that both you and your parent electronically sign and submit the FAFSA. The information will be processed by the federal processing center and sent to all schools listed on the FAFSA.
19. If you have trouble using the DRT, please call the Dept. of Education at (800) 433-3243.

Please note, you will not be able to complete the IRS DRT if:

- You have not filed a 2016 Tax Return
- You were a victim of IRS Identity Theft
- You were married but filed separately
- You filed a foreign income tax return

Contact the Financial Aid Office for further instructions.

### How to Order a Tax Return Transcript

A 2016 IRS Tax Return Transcript may be obtained by:

- Get Transcript by MAIL – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), Click "Get Transcript by MAIL." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." **OR**
- Automated Telephone Request – 1-800-908-9946 **OR**
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T **OR**
- Get Transcript ONLINE – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), Click "Get Transcript ONLINE." Log In or Sign Up (Must have email, text enabled phone and a current financial record). Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."

**Table 1-1.2016 Filing Requirements for Most Taxpayers**

IF your filing status is...	AND at the end of 2016 you were...*	THEN file a return if your gross income was at least...**
single	under 65	\$10,350
	65 or older	\$11,900
married filing jointly***	under 65 (both spouses)	\$20,700
	65 or older (one spouse)	\$21,950
	65 or older (both spouses)	\$23,200
married filing separately	any age	\$4,050
head of household	under 65	\$13,350
	65 or older	\$14,900
qualifying widow(er) with dependent child	under 65	\$16,650
	65 or older	\$17,900
*	If you were born on January 1, 1952, you are considered to be age 65 at the end of 2016. (If your spouse died in 2016 or if you are preparing a return for someone who died in 2016, see Pub. 501.)	
**	Gross income means all income you received in the form of money, goods, property, and services that isn't exempt from tax, including any income from sources outside the United States or from the sale of your main home (even if you can exclude part or all of it). Don't include any social security benefits unless (a) you are married filing a separate return and you lived with your spouse at any time during 2016 or (b) one-half of your social security benefits plus your other gross income and any tax-exempt interest is more than \$25,000 (\$32,000 if married filing jointly). If (a) or (b) applies, see the instructions for Form 1040 or 1040A or Pub. 915 to figure the taxable part of social security benefits you must include in gross income. Gross income includes gains, but not losses, reported on Form 8949 or Schedule D. Gross income from a business means, for example, the amount on Schedule C, line 7, or Schedule F, line 9. But, in figuring gross income, don't reduce your income by any losses, including any loss on Schedule C, line 7, or Schedule F, line 9.	
***	If you didn't live with your spouse at the end of 2016 (or on the date your spouse died) and your gross income was at least \$4,000, you must file a return regardless of your age.	

**Table 1-2.2016 Filing Requirements for Dependents**

<p>If your parents (or someone else) can claim you as a dependent, use this table to see if you must file a return. In this table, earned income includes salaries, wages, tips, and professional fees. It also includes taxable scholarship and fellowship grants. Unearned income includes investment-type income such as taxable interest, ordinary dividends, and capital gain distributions. It also includes unemployment compensation, taxable social security benefits, pensions, annuities, cancellation of debt, and distributions of unearned income from a trust. Gross income is the total of your earned and unearned income.</p>
<p>Single dependents—Under age 65 and not blind You must file a return if any of the following apply:</p> <ul style="list-style-type: none"> <li>• Your unearned income was more than \$1,050.</li> <li>• Your earned income was more than \$6,300.</li> <li>• Your gross income was more than the larger of: <ul style="list-style-type: none"> <li>○ \$1,050, or</li> <li>○ Your earned income (up to \$5,950) plus \$350.</li> </ul> </li> </ul> <p>Married dependents— Under age 65 and not blind You must file a return if any of the following apply.</p> <ul style="list-style-type: none"> <li>• Your unearned income was more than \$1,050.</li> <li>• Your earned income was more than \$6,300.</li> <li>• Your gross income was at least \$5 and your spouse files a separate return and itemizes deductions.</li> <li>• Your gross income was more than the larger of: <ul style="list-style-type: none"> <li>○ \$1,050, or</li> <li>○ Your earned income (up to \$5,950) plus \$350.</li> </ul> </li> </ul>

**For complete IRS filing instructions go to: [www.irs.gov/pub/irs-pdf/p501.pdf](http://www.irs.gov/pub/irs-pdf/p501.pdf)**