

## **2021-22 Parent: Please link to the IRS and use the Data Retrieval Tool within FAFSA to transfer your 2019 Tax Information directly into the FAFSA**

CONTACT: IRSParTx

CC #085, 111, 126, 126, 129, 154, 156, 170, 273

Please update your student’s 2021-22 FAFSA by using the IRS Data Retrieval Tool within FAFSA to link to the IRS and transfer your 2019 Tax Information directly into your student’s FAFSA.

**Your student will not be able to receive a Financial Aid Award Offer until this issue is resolved.  
THIS IS AN URGENT MATTER.**

### **What do I have to do so my student can still receive Financial Aid?**

<b>1</b>	<p>Note: If you have been notified that your student’s FAFSA has been selected for Verification, the use of the IRS Data Retrieval Tool is mandatory, or you can obtain and submit an “IRS Tax Return Transcript”, or submit a signed copy of your 2019 Tax Return 1040 form along with all related Schedules.</p> <p style="text-align: right;">126</p>	<p>How to Use the IRS Data Retrieval Tool:</p> <ul style="list-style-type: none"> <li>• Go to <a href="https://studentaid.gov/h/apply-for-aid/fafsa">https://studentaid.gov/h/apply-for-aid/fafsa</a></li> <li>• Log in in to your student’s 2021-22 FAFSA using your FSA ID.</li> <li>• When you have successfully logged in, you will be on a page that says “Application Status: Processed Successfully”</li> <li>• Scroll down to the hypertext link that reads “Make Corrections”. Click on that link.</li> <li>• Go to the Tab titled “Financial” Information.</li> <li>• Scroll down to the section containing questions about your 2019 Federal Income Tax Return.</li> <li>• Make sure the answer to the question “Tax Return Status” is answered as “Already Completed.”</li> <li>• You will be able to choose to “Link to the IRS” and then enter your address in the IRS site exactly as it is on your 2019 tax return.</li> <li>• It will offer you the option to “Transfer your information from the IRS using the IRS Data Retrieval Tool.” Select the box in front and then click the button to “Transfer Now”.</li> <li>• You will be immediately transferred back into FAFSA; your data will have been loaded into your FAFSA and saved.</li> <li>• “Sign” with your FSA ID and “Submit” the FAFSA.</li> </ul>
<b>2</b>	<p>How To Obtain a 2019 IRS Tax Return Transcript.</p>	<p>If you are unable to use the IRS Data Retrieval Tool, we will need a copy of your (and your spouse’s-if you filed separate returns but are living together) 2019 IRS Tax Return Transcripts or a signed copy of each 2019 Tax Return 1040 along with related Schedules.</p> <p>To obtain an IRS Tax Return Transcript:</p> <ul style="list-style-type: none"> <li>• Go to <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>. You can request to obtain online and download a copy of your IRS Tax Return Transcript. Or you can request and IRS Tax Return Transcript be mailed to you. It will be mailed to the address on the 2019 tax return.</li> <li>• If you have moved since you filed your 2019 tax return, update your address with the IRS and wait 10 days to request the IRS Tax Return Transcript.</li> </ul>

If you are able to link and transfer tax data into the FAFSA, once you submit corrections, it takes three to six days for a new FAFSA to arrive at the KWU Office of Student Financial Planning. Hopefully, the new FAFSA will resolve these tax documentation needs. You can check your myKWU Portal Account to see if there are other items needed sign in and select the Students tab > Student Financial Planning> Financial Aid Document Tracking > 2021-22. Please contact the Office of Student Financial Planning if you have any questions.