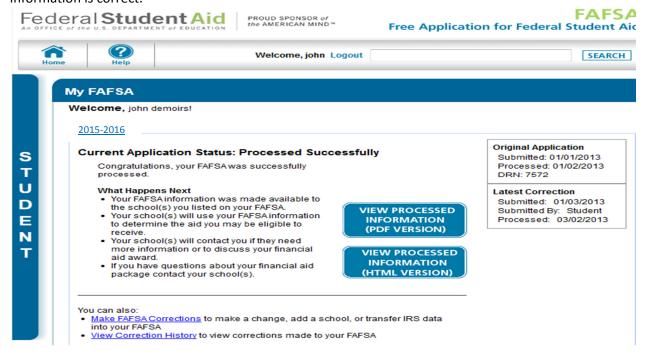


## 2015-2016 IRS Data Retrieval Guide

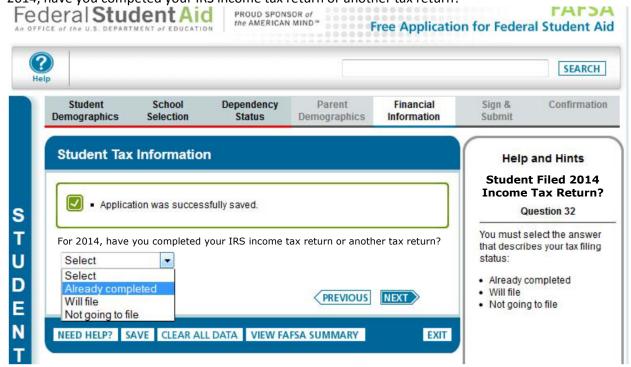
Please complete and return to: Utica College, Student Financial Services 1600 Burrstone Road, Utica, New York 13502

Fax: 315-792-3368 • Email: sfs@utica.edu

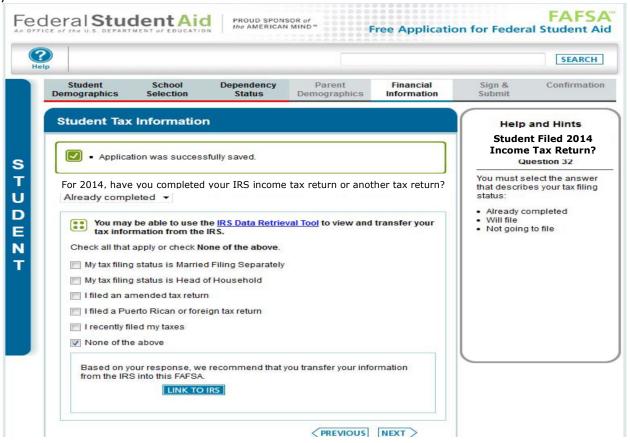
This sheet is a guide to help you through the process of updating your FAFSA, using the IRS Data Retrieval Tool. Login into the FAFSA website, www.fafsa.gov, click on "Make FAFSA Corrections" and enter the student's PIN and Password. Review all information in the first three sections to make sure all information is correct.



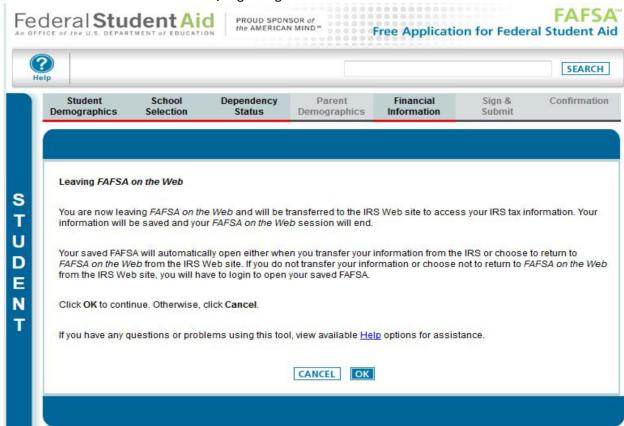
When the "Financial Information" section is reached, select "Already completed" to the question, "For 2014, have you competed your IRS income tax return or another tax return?"



Read and check any boxes that might apply to your situation to see if you qualify to use the tool. If you are able to check "None of the above," you should be able to use the IRS Data Retrieval Tool. Click the "Link to IRS" button to be redirected to the IRS website and transfer your current tax information into your FAFSA.



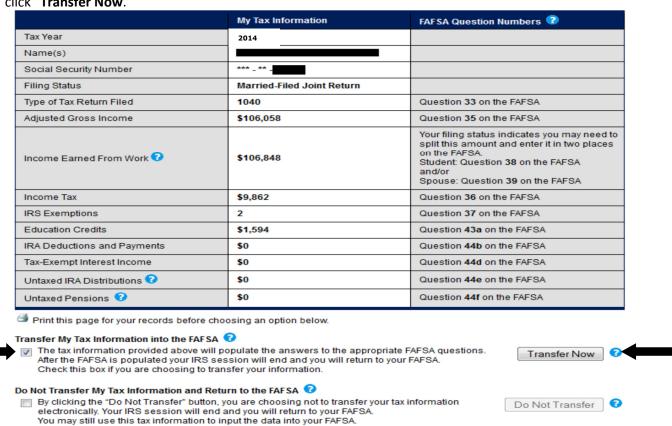
Read the next screen and select "OK," agreeing to be redirected to the IRS website.



The IRS.gov website should open. Fill in the appropriate information and click "**Submit.**" Make sure that the address you put into this form, matches the address used on your 2014 Federal Income Tax Return.

MIRS.gov	<u>Return to FAFSA</u>   <u>Log Out   Help</u> Español
Get My Federal Income Tax Information	
See our <u>Privacy Notice</u> regarding our request for your personal information.  Enter the following information as it appears on your 2014 Federal Income Tax Return.  Required fields *	
First Name *	
Last Name *	
Social Security Number *	
Date of Birth *	
Filing Status * ?	Select One
Address- Must match your <b>2014</b> Federal Income	. 😯
Street Address *	
P.O. Box (Required if entered on your tax return)	
Apt. Number (Required if entered on your tax return)	
Country *	United States
City, Town or Post Office *	
State/U.S. Territory *	Select One
ZIP Code *	
Select the button below to exit the IRS system and return to your FAFSA.	By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.
Return to FAFSA	Submit

The Federal Income Tax Return information which will be transferred will appear on a new screen. Review the information and check the box next to "Transfer My Tax Information into the FAFSA" and click "Transfer Now."



The relevant Federal Income Tax Return information has been transferred from the IRS to your FAFSA. For a dependent student, repeat the steps to transfer parent tax information. <u>Please do not make changes to any information that has been transferred</u>. <u>You are not finished until this correction is signed by the student and parent if necessary, using the Federal PIN's and submitted to be processed</u>.