Financial Aid 101

How to use the IRS Data Retrieval Tool on the FAFSA
IRS Data Retrieval Tool

• About the tool
  • The IRS Tool is expected to be available FAFSA submittals beginning February 5\textsuperscript{th} 2012
  • The tool provides FAFSA Applicants and parents with the ability to \textit{transfer} income information \textit{from} the IRS to the FAFSA

• Benefits of the tool
  • Complete the FAFSA more accurately and easier than ever before
  • Increased precision in processing financial aid award packages
  • Applicant selected for verification can use the tool to update their information
IRS Date Retrieval Tool

• It is available online at http://www.fafsa.gov
IRS Data Retrieval Tool

## My FAFSA

**Welcome.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Table</th>
<th>Status &amp; Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td></td>
<td>Processed Successfully</td>
</tr>
<tr>
<td>2012-2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Current Application Status: Processed Successfully

Congratulations, your FAFSA was successfully processed.

**What Happens Next**
- Your FAFSA information was made available to the school(s) you listed on your FAFSA.
- Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school(s).

**Select "Make FAFSA corrections"**

### Original Application
- Submitted: 02/22/2013
- Processed: 02/25/2013

### Latest Correction
- Submitted: 07/01/2013
- Processed by: Student
- Processed: 07/01/2013

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You can also:
- View or print your Student Aid Report (SAR):
  - Student Aid Report (PDF)
  - Student Aid Report (HTML)
- Make FAFSA Corrections to make a change, add a school, or transfer IRS data into your FAFSA
- View Correction History to view corrections made to your FAFSA

### Federal Student Aid PIN

**PIN Status:** Active

You can use your PIN to sign your FAFSA electronically or make corrections to your FAFSA.

- Create a shareable file with some of your student information.
  - Learn More

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IRS Data Retrieval Tool

- Under the financial information section, you will be asked a series of questions to determine whether or not you or your parents are able to use the tool.
IRS Data Retrieval Tool

• If you are eligible to use the IRS Data Retrieval Tool, you will be prompted to
  • 1) Enter your PIN number
  • 2) Select **LINK TO IRS**
IRS Data Retrieval tool

• Once you have connected to www.irs.gov:
  • 1) Review your tax information to ensure its accuracy
  • 2) Select the appropriate box below
  • 3) Select Transfer Now

After you have selected transfer now, you will be returned to the FAFSA Website and the data transfer is COMPLETE

PLEASE SUBMIT YOUR FAFSA AFTER MAKING THE CORRECTIONS
For the 2013-2014 Award Year, those applicants who are selected for verification

- Applicants and parents selected for verification will have to use the data retrieval tool to update their income information

- **OR**

- Applicants and parents may request a tax transcript from the IRS

- Please note: If you request a tax transcript, it will take 6-8 business days to receive

- These transcripts can then be used by the financial aid office to complete the verification process
• The Office of Student Financial Services at the University of Pikeville is committed to providing the highest level of service and information to our students. If this guide has been helpful to you, please let us know.

• Also, if you require further assistance in completing this or any other step in your financial aid process, please call our office at 606-218-5254 and we will be glad to assist you.

Thank You

Judy Bradley, Director of Student Financial Services
JoAnn Cantrell, Loan Coordinator & Financial Aid Counselor
Gary J. Collins, Federal Work Study Coordinator & Financial Aid Counselor
Jamie Bannerman-Office Manager