LINKING TAX INFORMATION TO THE IRS

We also need you to link your FAFSA to the IRS. This is a simple process and doesn’t take much time. Please log into FAFSA using your FSA user ID and password.

* Once logged in, choose “next” until you get to the Parent Tax Information
* Change the answer to “For 2017 have you completed your IRS income tax return or another tax return?” to “Already Completed”. If you have not completed your 2017 taxes yet, please contact our office.
* Answer the next questions. If all these answers are “no”, a box will open that gives you the option to enter one of your parent’s FSA user ID and password and “Link to IRS”.
* When you choose “Link to IRS”, you will be directed to the IRS website.
* Answer all the requested questions (shown with a red \*). Please be sure your answers match your tax return exactly, or you will not be linked.
* You will be able to review your answers and if correct, click the box indicating you want to “Transfer My Tax Information into the FAFSA” and click the box Transfer Now.
* You will be taken back to the FAFSA website. You should see a box that says “You have successfully transferred your 2017 IRS tax information”.
* Do NOT change any information that shows in bold print “Transferred from the IRS”.
* Answer the questions regarding your individual wages, your spouse’s wages and whether you/spouse are a dislocated worker.
* Click Next
* Verify the answers on the next page and answer the question regarding current assets, then click Next.
* You will be directed to the Sign & Submit page. Enter your FSA User ID and Password if it asks for it. Click Accept after reading the disclosure information and click Sign. Scroll down and repeat this step for the parent section.
* Click Submit button in the lower right hand side of section.
* Scroll down and click Exit and be sure you log out of your account.
* We will receive an updated FAFSA with 2-3 days showing you have linked.

If for some reason you cannot link the FAFSA to the IRS through the data retrieval tool, you will need to order a tax RETURN transcript from the IRS. You can do this by visiting this website: <https://www.irs.gov/individuals/get-transcript>

If you need any help with this process please contact the financial aid office by calling 620-278-4407