VERIFICATION: IRS DATA RETRIEVAL INSTRUCTIONS

If you were selected for verification, and did not link to the IRS Web Site, you must verify your tax information supplied on your FAFSA. You can have your IRS Tax information verified through the “IRS Retrieval” offered on http://www.fafsa.ed.gov.

1. POINT your web browser to http://www.fafsa.ed.gov
2. CLICK on “Start Here”
   - You must enter your first name, last name, SSN, and your date of birth.
   - Click “Next”
3. Select the “Current Year”
4. Scroll down and select “Make FAFSA Corrections”
   - You must enter your FAFSA PIN (If you forgot your PIN, select “I forgot my PIN” and answer the challenge question to retrieve your PIN).
   - You must create a temporary Password. This password will be deleted when you hit “submit”.
   - Click “Next”
5. Select “Financial Information” from the bar across the top.
   - The “IRS Data Retrieval” screen appears
   - Select “Already Completed” from the drop down menu
   - If you filed with any special circumstance, select the check box beside that. You will need to request an IRS Tax Transcript. The instructions are below.
   - If not, select “None of the above”
   - Enter your parent/s FAFSA PIN if requested.
   - Click on “Link to IRS”.
6. A page will come up warning that you are about to leave the FAFSA website. That is fine..
7. If you are told that your IRS Tax information is not available, you will have to order a Tax Transcript.
8. If your data is available you will be asked to verify some information.
   - Confirm your name
   - Select your TAX Filing status
   - Enter the address exactly as listed on your taxes.
   - Click on “Submit”
   - A screen should appear telling you what information will transfer into your FAFSA (if not, see below)
   - Review your information for accuracy.
   - Select the box for “Transfer my Tax Information into my FAFSA”.
   - Click on “Transfer Now”
9. The information will update the FAFSA and you will be returned to the FASFA website.
   - Review your changes, select “Next” when ready.
   - If you are a “Dependent” student you will need to complete steps 5-9 for both the student and a parent.
10. You will be at the “Sign and Submit” section.
    - Enter your PIN and select “Agree”, click on “Sign”
    - Repeat this step for each person whose information you are updating: Mother, Father, etc…
    - Select “Submit my FAFSA now”
11. You will get a confirmation page. Print or Save this for your records.
    - Select “Exit” at the bottom of the page.
    - Select “Logout” at the top of the page.
12. Your updated information will be sent to the financial aid office in approximately 3 to 7 business days.
13. Complete the Verification Worksheet, found online at: http://www.hgtc.edu under “Financial Aid” and then “Financial Aid Forms”

MATCH UNSUCCESSFUL?
- If you receive notification that there was no match in the IRS database you should double check your filing status and address you provided to make sure they match your taxes.
- If that doesn’t resolve the problem you may need to order an IRS Tax Transcript from http://IRS.gov. Just click on “Order a Return or Account Transcript”. Be sure to order a “Tax Return Transcript”.
- If that is unsuccessful you can attain a Tax Return Transcript from an IRS Office; located at 601 19th Ave. N, Myrtle Beach, SC 29577 or http://apps.irs.gov/app/officelocator/index.jsp if not in the area.