

HOW TO?

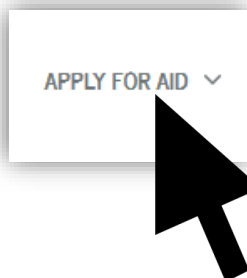
Submit Your **Tax Information**

1



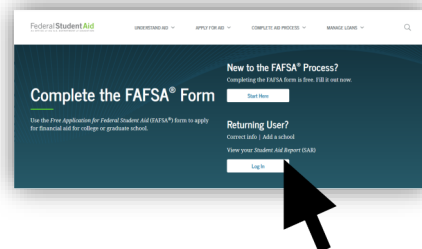
Go to studentaid.gov.

2



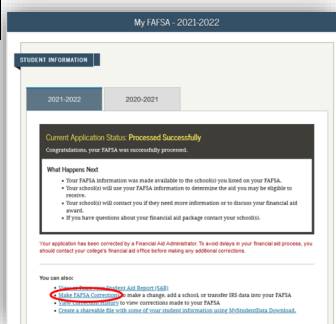
Hover over **Apply For Aid** at the top of the page and click **Complete the FAFSA Form**.

3



Under **Returning User?** Click the **Log In** button.

4

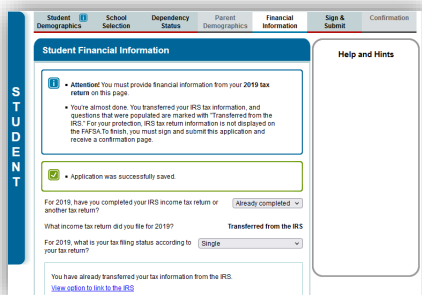


Login to the FAFSA using your FSA ID and password. You can use the **Forgot Username** or **Forgot Password** links if you need assistance retrieving your login credentials.

Next, select the academic year for the FAFSA you wish to correct, and click **Make FAFSA Corrections** at the bottom of the page.

You'll be prompted to create a save key and then able to view your previously submitted FAFSA information.

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Click on the **Financial Information** tab at the top of the page.

- You will begin in the **Parent Financial Information** section, if parent information is needed.
- In the tax filing status box, select **Already Completed**.
- You will be asked a series of questions to determine whether or not you are eligible to use the IRS Data Retrieval Tool.
- If eligible, a **View option to link to the IRS** link will appear. Click this link, enter the parent FSA ID and password and click the **Link to IRS** button.

[LINK TO IRS](#)

Turn the page for additional information .



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Submit Your Tax Information (continued)

- 6**
- You will be notified that you are **Leaving FAFSA on the Web**. Click **PROCEED TO IRS SITE**.
 - IMPORTANT:** Enter the address and tax filing status exactly as it appears on the tax return. Click Submit.
 - If the IRS can confirm your identification, your tax information will be shown. Click the **Transfer My Tax Information into the FAFSA Form** checkbox and click the **Transfer Now** button. You'll see a response that reads "You have successfully transferred your tax information."
 - Transferred information will be identified on the FAFSA. For your security, you will be unable to see the details of the transferred IRS information, but will see a **Transferred from IRS** caption for each area which IRS information was transferred.
 - If you (the student) have filed your taxes, continue through the screens to the **Student Financial Information** section, following the same procedures as described in Step 5 and 6.
 - Once completed, be sure to continue to the **Sign and Submit** section and fully submit the FAFSA. Your tax information will not be submitted until you click on the "Submit My FAFSA Now" button!

Leaving FAFSA on the Web

You have entered answers to one or more income questions. FAFSA on the Web will delete these responses and replace them with information contained in your tax return when you transfer your IRS tax information into this FAFSA.

You are now leaving FAFSA on the Web and will be transferred to the IRS Web site to access your IRS tax information. Your FAFSA information will be saved.

Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to log in to open your saved FAFSA.

For your protection, your tax return information will not display on the IRS Web site or on the FAFSA.

Click **Proceed to IRS Site** to continue. Otherwise, click **Skip IRS Transfer**.

If you have any questions or problems using this tool, view available [Help](#) options for assistance.

2019 Federal Income Tax Information

Based on the information you provided, the Internal Revenue Service (IRS) located your income tax return. With your permission below, the IRS will securely transfer your tax information to the U.S. Department of Education (ED) to populate any applicable FAFSA® questions.

For your protection, the IRS will not display your tax information and will further encrypt any tax information transferred using the IRS DRT; therefore, ED is unable to display your tax information on your FAFSA form.

The data retrieved from your tax return is limited to the items listed below as you reported to the IRS:

Tax Year	Type of Return Filed	Unearned Portion of IRA Distributions & Pensions/Annuities
Name(s)	Adjusted Gross Income	Tax-exempt Interest Income
Social Security Number	Income Earned from Work	IRA Deductions and Payments
Filing Status	Income Tax	Status of Amended Returns Received
IRS Exemptions	Education Credits	Schedule 1 Evaluation

Refer to your tax records if you have a question about the values you reported.

Transfer My Tax Information into the FAFSA Form ?

The tax information provided to fafsa.gov will populate the answers to the appropriate FAFSA questions. After the FAFSA questions are populated, your IRS session will end, and you will return to your FAFSA form. Check this box if you are choosing to transfer your information.

☒ ?

Do Not Transfer My Tax Information and Return to the FAFSA Form ?

By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end, and you will return to your FAFSA form.

☐ ?

Please allow **3-5 business days** for UCCS (and other selected schools on the FAFSA) to receive this updated information.

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If you are unable to use the IRS Data Retrieval tool within the FAFSA, visit <https://www.irs.gov/individuals/get-transcript>. You will be able to request a free Tax Return Transcript, which you can obtain and print online or you can request the transcript be sent directly to you by mail.

Please do not request that this document to be sent to UCCS! Rather, submit this transcript to the financial aid office yourself after you have received it.

Request Online

What You Need

To register and use this service, you need:

- your SSN, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone linked to your name (for faster registration) or ability to receive an activation code by mail.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Request by Mail

What You Need

To use this service, you need you:

- SSN or Individual Tax Identification Number (ITIN),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you