

IRS DATA RETRIEVAL TOOL

Use the IRS Data Retrieval Tool to transfer your 2017 federal income tax information directly into the FAFSA.

REQUESTING A VERIFICATION OF NON-FILING LETTER

Parents that did not file a 2017 federal income tax return are required to provide an IRS Verification of Non-Filing Letter along with their Certification of Unfiled Tax Return Form.

ONLINE INSTRUCTIONS

- Go to fafsa.gov
- Click “Login”
- Enter the student’s FSA ID Username and Password and click “Next”
- Click “Make FAFSA Corrections”
- Create a Save Key and click “Next”
- Click on the “Financial Information” tab at the top of the page
- Select “Already Completed” for your tax return filing status and answer the eligibility questions
- If you are eligible to use the IRS Data Retrieval Tool you will be able to click “Link to IRS”
- Website will inform you that you are leaving the FAFSA website, click “OK”
- Click “OK” to accept the IRS terms of use
- Once on the IRS website, enter all information as it appears on your tax return and click “Submit”
- Review the information that the IRS has retrieved from your tax returns, and check the box to “Transfer My Tax Information into the FAFSA” and click “Transfer Now.”
- Do not update any answers that say “Transferred from the IRS” or your school may require you to supply additional documentation. Answer the additional questions and click “Next.”
- Continue to the “Sign & Submit” tab. Follow all of the instructions carefully to submit your FAFSA corrections.

NOTE: If you are using the IRS Data Retrieval Tool for both the student and parent you will have to complete this process twice, once under the Student Financial Information section and once under the Parent Financial Information section.

REQUEST ONLINE

- Go to www.irs.gov
- Click “Get Your Tax Record”
- Select “Get Transcript Online”
(First time users will need to register with the IRS)
- Select reason for request, Higher Education/Student Aid
- Select type of request, Verification of Non-Filing Letter for tax year 2017
- If your identity is successfully validated, non-tax filers will be able to view their IRS Verification of Non-Filing Letter.
- Submit the IRS Verification of Non-Filing Letter to PrattMWP’s Financial Aid Office along with all other verification paperwork.

REQUEST BY PHONE

- Contact the IRS at 1-800-908-9946
- Follow the prompts when asked for the filers Social Security number
- Select “Option 2” to request an IRS Verification of Non-Filing Letter and enter tax year **2017**
- If your identity is successfully validated, non-tax filers can expect to receive a Verification of Non-Filing Letter by mail within 5-10 business days.
- Submit the IRS Verification of Non-Filing Letter to PrattMWP’s Financial Aid Office along with all other verification paperwork.