

Instruction Page - IRS Data Retrieval Process and IRS Tax Return Transcript

The 2022-2023 FAFSA uses the 2020 tax return.

The 2023-2024 FAFSA uses the 2021 tax return

The U.S. Department of Education requires that you (and your parents if dependent) provide documentation of the federal income tax information on your FAFSA before your financial aid eligibility can be determined by the College. If you have already filed your Federal taxes you can satisfy this requirement in one of two ways:

1) UPDATE FAFSA USING THE IRS DATA RETRIEVAL TOOL (preferred method)

- ▶ Visit fafsa.ed.gov and click LOGIN to update your FAFSA, click on Make FAFSA Corrections
- ▶ Navigate to the FINANCIAL INFORMATION tab
- ▶ Select ALREADY COMPLETED under the parent and/or student Tax Information section

A series of questions will help determine if you are eligible to use the IRS DATA RETRIEVAL TOOL. If eligible, you will be able to link to the IRS website which displays in a new window. Then follow the steps as prompted. If you need help you can view the HELP AND HINTS sidebar, you can utilize LIVE HELP chat on the FAFSA website, or you can always call 1-800-433-3243 for assistance.

If these questions determine that you are not eligible to use the IRS Data Retrieval then you can use: option #2 (see below).

The updated FAFSA information should be received by SUNY Schenectady in about one week. At that time the requirement will be satisfied on the SUNY Schenectady web site www.sunyschenectady.edu. Please make sure to also complete any other requested documents posted on the SUNY Schenectady web site that are needed to finalize your eligibility (i.e. Verification Worksheet, etc.)

2) REQUEST AN IRS TAX RETURN TRANSCRIPT BY MAIL

Make sure that you request a TAX RETURN TRANSCRIPT, and not a tax account transcript.

- **Get Transcript by MAIL** – Go to www.irs.gov, click “Get Your Tax Record” and then click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript ONLINE** – Go to www.irs.gov, click “Get Your Tax Record” and then click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T (obtain form at <https://sunysccc.edu/financialaid>)

After you receive your IRS tax return transcript in the mail (5-10 days later), submit a copy to the SUNY SCHENECTADY Financial Aid Office along with any other requested documents.

What if I have not yet filed my taxes? It is recommended that you file your taxes as soon as possible. The U.S. Department of Education has selected your FAFSA for verification which means that the student’s financial aid awards will not be complete until after all tax returns have been filed and verified. After filing, you should then complete the IRS data retrieval process that is listed above.

What if I’m not required to file my taxes? If you will not and are not required to file a Federal tax return then you can disregard this request. But make sure to follow all of the instructions on the Verification Worksheet and submit the form to the Financial Aid Office. The verification worksheet can be found on the SUNY SCHENECTADY web site, under Paying for College ▶ Financial Aid ▶ Financial Aid Forms.