2. Enter your FSA Username and Password and click “Next.”
3. Scroll down and select “Make FAFSA Corrections.”
4. Create a Save Key and click “Next.”
5. Click on the “Financial Information” tab from the menu tab across the top of the page.
   - The “IRS Data Retrieval” screen appears.
   - Select “Already Completed” from the drop down menu.
   - Answer the yes/no questions regarding your tax filing status. If you answer “Yes” to any of these, then you will need to request an IRS Tax Transcript from the IRS (see reverse for additional instructions).
   - Typically, you cannot use the Data Retrieval Tool if you have filed your taxes within the past three weeks.
   - If a dependent, your parent must enter his or her FSA ID Username and Password.
   - If not a dependent, enter your own FSA ID Username and Password.
   - Click on “Link to IRS.”
5. A page will come up warning that you are about to leave the FAFSA website. Click “OK” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.
6. Click “OK” to accept the IRS Data Retrieval Tool terms of use.
7. If you are told that your IRS tax information is not available, you will have to request a Tax Transcript (refer to reverse page for further instructions).
8. If your data is available, you will be asked to verify some information.
   - Confirm your name, select your tax filing status and enter the address you used on your taxes. Then click “submit.”
   - Review the information to be transferred, select the check box for “Transfer my Tax Information into my FAFSA” and click on “Transfer Now.”
9. The information will update the FAFSA, and you will be returned to the FASFA website.
   - Review your changes and select “Next” when ready.
   - Do not update any answers that say “Transferred from the IRS” or your school may require you to supply additional documentation.
   - If you are a “dependent” student you will need to complete steps five through nine for both the student and a parent.
10. You will be at the “Sign and Submit” section.
   - Enter your FSA ID Username and Password, select “Agree” and 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.

If you are ineligible to use the IRS Data Retrieval Tool or your information was not successfully obtained, please refer to the reverse side of this page for instructions regarding obtaining a Tax Return Transcript.
1. To obtain a Tax Return Transcript by mail, go to www.irs.gov/Individuals/Get-Transcript. This link is case-sensitive; please type it exactly as it is printed.
2. CLICK on “Get Transcript by MAIL” icon.
3. An alert will appear. Click “OK” to continue.
4. Verify your identity by entering the information:
   - Social Security number
   - Date of birth
   - Street address. Must be entered exactly the same way it was entered on your tax return.
   - ZIP Code
5. Get a transcript! BE SURE TO SELECT THE 2015 TAX RETURN TRANSCRIPT.
6. Once you have printed or saved the needed documents, please sign out and close your browser.

**Your W2s are required to verify your earned income.

To learn more about verification, please visit http://www.coastal.edu/financialaid/verify/index.html.

Other options for obtaining an IRS Tax Return Transcript are available. Please visit http://www.coastal.edu/financialaid/verify/tax.html for further instructions.