

EASTERN WILL NO LONGER ACCEPT COPIES OF TAX RETURNS FOR 2012-2013 PER FEDERAL REGULATIONS

IRS Data Retrieval Tool

Beginning February 1, 2012, students and parents who have filed their 2011 IRS tax return will be able to select the IRS Data Retrieval option on the Free Application for Federal Student Aid (FAFSA) to transfer tax information to the FAFSA. We **strongly encourage** you to select this option during the initial filing or when subsequent corrections are made to your 2012-2013 FAFSA. This option will streamline and expedite the processing of your financial aid application.

To successfully use this option you must:

- *Have a federal tax return filed with the IRS.*
- *Have a valid social security number.*
- *Have a Federal Aid Personal Identification Number (PIN)*

You will be **unable** to use this option if:

- *Your marital status changed after December 31, 2011.*
- *You filed married filing separately.*
- *You filed an amended return.*
- *You filed a foreign tax return.*
- *You filed a tax return using a Tax ID Number (TIN).*
- *The home address on the FAFSA does not match the address on the tax return.*

According to the IRS, this tool cannot be used until 1-2 weeks after electronically filing a tax return and 6-8 weeks after filing paper tax returns.

How It Works

When either a parent or student selects the IRS Data Retrieval option, the FAFSA Central Processing System (CPS) will conduct a data match with the IRS. As the federal income tax filer, you will be redirected to a secure IRS website, where you will permit the IRS to transfer income data to the CPS. Data that is successfully matched will be marked on the FAFSA with the following notation, "Transferred from the IRS." It's as simple as that. This process avoids reporting errors and processing delays that can otherwise occur when the option is not selected.

Obtain a Tax Transcript from the IRS

If your FAFSA is selected for verification, and you did not use the IRS Data Retrieval option or you changed the IRS data, you will be required to request a tax transcript from IRS and submit it to the Office of Financial Aid instead of supplying federal tax returns as has been past practice as part of Eastern's verification process.

There are three ways to request your tax transcript: by phone, online, or by mail. Please make sure you request a Tax Transcript. Do not request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes.

A tax return transcript can be ordered by phone. Follow the options listed below:

- Call the IRS at 1-800-908-9946 (7:00 a.m. to 10:00 p.m.)
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Select "Option 2" to request an IRS Tax Return Transcript, and then enter "2011"
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

A tax return transcript can be ordered online. Follow the options listed below:

- Go to www.irs.gov
- Click Order a Tax Return or Account Transcript located under Tools.
- Click Order a Transcript under Step 3
- Enter your SSN, Date of Birth, Street Address, and Zip Code
- Click Continue
- Select Return Transcript for Tax Year (i.e. 2011)
- Click Continue

A tax return transcript can be ordered by mail. Follow the options listed below:

- Complete Form 4506-TEZ (Request for Transcript of Tax Return)
- Form 4506-T is available online at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
Mail or fax the completed IRS Form to the appropriate address (or fax number) provided on page 2 of Form 4506T-EZ
- Your transcript(s) will be mailed within 5 to 10 days from the IRS.