Using the IRS Data Retrieval Tool

Login to your FAFSA account (www.fafsa.gov). If you and/or your parent, if dependent, do not know your PIN, go to the PIN Website (www.pin.ed.gov) and “request a duplicate”. If you do not have a PIN go to the PIN Website to “apply” for a PIN.

<table>
<thead>
<tr>
<th>Need Help?</th>
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<tbody>
<tr>
<td>At any time, or if your tax data is not found, you can click on the “contact us” button and obtain the phone number for FAFSA or the link to chat online to receive help.</td>
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___ Choose an Academic Year –
“2013-2014 FAFSA” covers the fall 2013, spring 2014, and summer 2014 semesters or

___ Choose “Make a Correction”.

___ Go to “Financial Information” from the bar across the top.

___ Choose “AlreadyFiled” when asked if taxes have been filed.

___ Answer “No” to the tax filing questions that appear.

___ Click “Link to IRS” (Dependent students will need to put in the parent’s PIN).

___ Click “OK” indicating you are leaving the FAFSA website.

___ Click “OK” to access the IRS database (Name should appear exactly as it is on the tax return including the middle initial).

___ Input filing status, Address, City, State, Zip (PO Box/Apt. # if applicable – information should appear exactly as it is on the tax return).

___ Click “Submit”.

If information is found you will see the tax information displayed.

___ Click “transfer” on the left side (first button).

___ Click “transfer now” on the right hand side.

Once back in your FAFSA account click next at the end of each page until you get to the signature page.

___ Enter PIN (for dependents enter Parent PIN as well).

___ Click “agree” to conditions & “sign”.

___ Click submit FAFSA and print confirmation.

___ Exit and Logout of FAFSA.

If information is not found, confirm that the information you provided matches with the appropriate tax return and try again.

If information is still not found, you will have to order a tax return transcript from the IRS – See the Financial Aid Office for contact information or go to: IRS.gov, “Order a Return or Account Transcript”. Be sure to order a Tax Return Transcript.

Once you have completed this process, a corrected application will be sent to the schools listed on your Student Aid Report. Periodically check your SCC email account and allow 7-10 business days for processing. Items needed to complete your file can be viewed through My SCC portal in WebAdvisor under My Documents.