

Using the 2019-2020 IRS Link

You may update your FAFSA with tax return information using the IRS Link if your FAFSA is selected for verification by the US Department of Education, and you did not use the IRS Link for all tax filers listed on your FAFSA when you completed your FAFSA.

Students and/or Parents who are ineligible to use the IRS Link (or choose not to use the tool) and whose FAFSA is selected for verification by the US Department of Education must submit the IRS Tax Return Transcript to the Financial Aid office (see “IRS Tax Return Transcript Request Process” on reverse).

1. Log into <https://fafsa.gov>
2. Select “**Make FAFSA Corrections**”, navigate to the Student Financial Information section and update the **tax return completion status** to “completed”.
3. Answer the questions to determine if you are eligible to use the IRS Link to transfer 2017 IRS income tax information into your FAFSA.
Note: the following tax filers are not eligible to use the IRS Link process:
 - Student (or Parent) is married and filed separate 2017 tax returns or as Head of Household.
 - Student’s (or Parent’s) marital status has changed since January 1, 2018.
 - Student (or Parent) filed an amended 2017 tax return.
 - Student (or Parent) changes the retrieved information after using the IRS Link.
4. Click on “**Link to IRS**”. Enter the address from your tax return to retrieve your tax information, select box to transfer information, select “transfer now” to submit information back to FAFSA and then return to the FAFSA. Note: the tax return filing status (single, married, etc.) and address must exactly match the information on the tax filers’ Federal Tax Return.
5. If providing parent information, navigate to the Parent Financial Information section of the FAFSA and **repeat steps 3 and 4 for the parent’s** tax information (using the parent’s FSA ID and password).
6. **Update the income earned from work** questions if applicable - “How much did (you/spouse/father/mother) earn” - manually, as this information is not retrieved from the IRS and affects the amount of financial aid you are eligible to receive.
7. **Sign and submit. After completing the IRS Link you must continue to submit the FAFSA for processing.**