

How to Submit Tax Filer Information

Option 1 - Data Retrieval Tool

The IRS Data Retrieval Tool allows applicants who have already filed their federal income tax returns, to transfer that tax information directly into the Free Application for Federal Student Aid (FAFSA)

Step 1: Log on to your FAFSA account

Step 2: Click on "Make FAFSA Corrections"

My FAFSA

Welcome,

2018-2019 2017-2018

Current Application Status: Processed Successfully

Congratulations, your FAFSA was successfully processed.

What Happens Next

- Your FAFSA information was made available to the school(s) you listed on your FAFSA.
- Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school(s).

You can also:

- [View or Print your Student Aid Report \(SAR\)](#)
- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA

Step 3: Navigate to the "Financial Information" tab

Step 4: Click on 'Link to IRS'

Student Demographics School Selection Dependency Status Parent Demographics **Financial Information**

Student Tax Information

For 2016, have you completed your IRS income tax return or another tax return?
Already completed ▾

For 2016, what is your tax filing status according to your tax return?
Single ▾

Did you file a Puerto Rican or foreign tax return for 2016?
 Yes No

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!

[LINK TO IRS](#)

Step 5: Enter your information as shown on your tax return

Step 6: Check the box and transfer your Federal Income Tax Information

IRS.gov Return to FAFSA | Log Out | Help Español

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2016 Federal Income Tax Return. Required fields *

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Social Security Number *	*** - ** -
Date of Birth *	/ /
Filing Status *	Single ▾
Address - Must match your 2016 Federal Income Tax Return. ?	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) ?	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	United States ▾
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	Select One ▾
ZIP Code *	<input type="text"/>

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

[Return to FAFSA](#) [Submit](#)

Transfer My Tax Information into the FAFSA ?

The information provided to FAFSA will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information. [Transfer Now ?](#)

Do Not Transfer My Tax Information and Return to the FAFSA ?

By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. [Do Not Transfer ?](#)

Step 7: Sign and resubmit your FAFSA

Student Signature - Sign With an FSA ID

READ BEFORE PROCEEDING

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.

If you sign this application or any document related to the federal student aid programs electronically using a PIN, username and password, and/or any other credential, you certify that you are the person identified by the PIN, username and password, and/or any other credential and have not disclosed that PIN, username and password, and/or any other credential to anyone else. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

I, the student, agree to the terms outlined above.

Agree Disagree

[SIGN](#)

[PREVIOUS](#) [SUBMIT MY FAFSA NOW](#)

Who Can't Use the IRS Data Retrieval Tool?

Students and parents who are married and filed separate federal income tax returns, filed as head of household, or have an Individual Tax Identification Number (ITIN) will not be able to use the IRS Data Retrieval Tool.

See other side for details on how to request a return transcript.

If you have any questions, please visit the Cerritos College Financial Aid Office.

Phone: (562) 860-2451 ext.2397 Email: finaid-staff-list@cerritos.edu

How to Submit Tax Filer Information

Option 2 - Tax Return Transcript

You can get various transcripts types online or by mail. The method you used to file your tax

Log on to www.irs.gov and click on  [Get Your Tax Record](#) and choose one of the following methods.

Method 1

Get Transcript Online Allows you to download and print your tax return transcripts.

What You Need..

1. Your SSN, date of birth, filing status and mailing address from latest tax return
2. Access to your email account, personal account number from a credit card, mortgage, home or car loan
3. A mobile phone with your name on the account

First Time Users..

If this is the first time using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Return Transcript

N/A

2016

2015

2014

Method 2

Get Transcript by Mail Your Tax Return Transcripts will be mailed to you within 5-10 days.

What You Need..

1. Your SSN, or Individual Tax Identification Number (ITIN)
2. Your Date of Birth
3. Mailing address from your latest tax return

Get Transcript

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

- -

Date of Birth

Day Month

Street Address ?

ZIP or Postal Code ?

Continue

Get Transcript by Mail

Type of Transcript ?

Return Transcript

for Tax Year ?

2016

Continue

Important Note:

If the IRS Data Retrieval is **not** successful and you are selected for verification, you are required to provide a Tax Return Transcript to the Financial Aid Office.

If you have any questions, please visit the Cerritos College Financial Aid Office.

Phone: (562) 860-2451 ext.2397 Email: finaid-staff-list@cerritos.edu