



Lander University Financial Aid Office

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VERIFICATION: IRS DATA RETRIEVAL INSTRUCTIONS

If you were selected for verification you must verify your tax information supplied on the FAFSA. You can have your IRS Tax information verified through the "IRS Data Retrieval."

Log in to your FAFSA form at: www.fafsa.gov .

1. As a returning FAFSA filer, select the "Login" button.
2. Log in using **the student's** FSA ID and password.
3. Click on "Make FAFSA Corrections".
4. Create a transaction "Save Key" and click "Next".

Parent IRS DRT (if dependent):

1. Go to the "Financial Information" tab – Parent.
2. Make sure that the status of the tax return is marked as "Already Completed".
3. Check the type of income tax return filed and the tax filing status.
4. If eligible, click "Link to IRS" to be transferred to the IRS database. Enter the parent FSA ID and password.
5. Enter the address information exactly as it appears on your 1040. Click "Submit".
6. Check the "Transfer My Tax Information into the FAFSA" box.
7. Click the "Transfer Now" button. You will be redirected back to the FAFSA.

Student IRS DRT:

1. Go to the "Financial Information" tab – Student.
2. Make sure that the status of the tax return is marked as "Already Completed".
3. Check the type of income tax return filed and the tax filing status.
4. If eligible, click "Link to IRS" to be transferred to the IRS database.
5. Enter the address information exactly as it appears on your 1040. Click "Submit".
6. Check the "Transfer My Tax Information into the FAFSA" box.
7. Click the "Transfer Now" button. You will be redirected back to the FAFSA.

Sign & Submit:

1. Proceed through the remaining sections of the FAFSA.
2. Mark "Agree" to the Terms of Agreement.
3. Enter the student and parent (if dependent) FSA IDs and passwords to sign the FAFSA if required.
4. Click "Submit My FAFSA Now".
5. If you have successfully submitted the FAFSA, a confirmation page will appear and you will receive an email.
6. If you do not receive a confirmation page and email, verify whether you submitted the FAFSA. In some instances, the student may save the FAFSSA without submitting it.
7. Your updated information will be sent to the Financial Aid Office for each college/university you listed on the FAFSA.
8. Complete all requested documents listed on your Requirements screen in MyLander/Bearcat Web. The forms can be found on-line at: www.lander.edu/finaid/forms .

MATCH UNSUCCESSFUL?

- If you receive notification that there was no match in the IRS database you should double check your filing status and address you provided to make sure they match your taxes.
- If that doesn't resolve the problem you may need to order an IRS Tax Transcript from <https://www.irs.gov/> . Just click on "[Get Your Tax Record](#)". Then click on "[Get Transcript Online](#)". Be sure to order a "[Tax Return Transcript](#)".
- If that is unsuccessful you can request a Tax Return Transcript from an IRS Office; which can be located using this site: <https://www.irs.gov/help/contact-your-local-irs-office> .
- You may want to re-attempt this process a week later, as it may be a timing issue.