

If you were selected for verification you must verify your tax information supplied on your FAFSA. You can have your IRS Tax information verified through the "IRS Retrieval" offered on <http://www.fafsa.ed.gov/>.

1. **POINT** your web browser to <http://www.fafsa.ed.gov>
2. **CLICK** on "Start Here"
 - You must enter your first name, last name, SSN, and your date of birth.
 - Click "Next"
3. **Select** the "2013-2014" tab
4. **Scroll down** and select "Make FAFSA Corrections"
 - **You must enter your FAFSA PIN** (To apply for a PIN, if you do not already have one, or for customer service regarding a previously assigned PIN, visit www.pin.ed.gov).
 - You must **create a temporary Password**. This password will be deleted when you hit "submit".
 - **Click "Next"**
5. **Select "Financial Information" from the bar across the top.**
 - The "IRS Data Retrieval" screen appears
 - Select "Already Completed" from the drop down menu
 - If you filed with any special circumstance, select the check box beside that. You will need to request an IRS Tax Transcript. The instructions are below.
 - If not, select "None of the above"
 - Enter your FAFSA PIN.
 - Click on "Link to IRS".
6. **A page will come up warning that you are about to leave the FAFSA website. That is fine.**
7. **If you are told that your IRS Tax information is not available, you will have to order a Tax Transcript.**
8. **If your data is available you will be asked to verify some information.**
 - Confirm your name
 - Select your TAX Filing status
 - Enter the address you used on your taxes.
 - Click on "Submit"
 - A screen should appear telling you what information will transfer into your FAFSA (if not, see below)
 - Review your information for accuracy.
 - Select the check box for "Transfer my Tax Information into my FAFSA".
 - Click on "Transfer Now"
9. **The information will update the FAFSA and you will be returned to the FAFSA website.**
 - Review your changes, select "Next" when ready.
 - If you are a "Dependent" student you will need to complete steps 5-9 for both the student and a parent.

For 2011, have your parents completed their IRS income tax return or another tax return?
 Already completed

You, the parents, may be able to use the [IRS Data Retrieval Tool](#) to view and transfer your tax information from the IRS.

Check all that apply or check **None of the above**.

- You, the parents, filed as Married Filing Separately
- You, the parents, filed as Head of Household
- You, the parents, filed an amended tax return
- You, the parents, filed a Puerto Rican or foreign tax return
- You, the parents, recently filed taxes
- None of the above

Based on your response, we recommend that you, the parents, transfer your information from the IRS into this FAFSA.

Enter your PIN and click [Link To IRS](#).

Which parent are you?

What is your (the father's/stepfather's) PIN?

[Apply For A PIN](#)

[I Forgot/Don't Know My PIN](#)

[LINK TO IRS](#)

10. You will be at the “Sign and Submit” section.

- Enter your PIN and select “Agree”, click on “Sign”
- Repeat this step for each person whose information you are updating: Mother, Father, etc...
- Select “Submit my FAFSA now”

11. You will get a confirmation page. Print or Save this for your records.

- Select “Exit” at the bottom of the page.
- Select “Logout” at the top of the page.

12. Your updated information will be sent to the financial aid office.

13. Complete the Verification Worksheet, found online at: <http://usclancaster.sc.edu/finaid/> under “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 <http://www.IRS.gov> . Just click on “[Order a Return or Account Transcript](#)”. Be sure to order a “Tax Return Transcript”.
- If that is unsuccessful you can attain a Tax Return Transcript from an IRS Office; which can be located using this site: <http://apps.irs.gov/app/officeLocator/index.jsp>
- You may want to re-attempt this process a week later, as it may be a timing issue.