Students are encouraged to provide their (and their parent’s) tax information via the FAFSA by using the IRS Data Retrieval tool. IRS Data Retrieval allows online FAFSA filers to transfer tax return data from the Internal Revenue Service directly into the FAFSA. If you are required to submit tax information and do not (or cannot) use IRS Data Retrieval, you will be required to provide a copy of your IRS tax return transcript directly to the UCCS Financial Aid Office. Here’s how to do both:

1. Go to fafsa.gov and click on “Login.”
2. Login with the student’s FSA ID and password.
3. Click the FAFSA tab for the correct academic year, and then click “Make FAFSA Corrections.” If you haven’t done so already, you may be prompted to enter the student’s FSA ID and password. Create a SAVE key and click “Next.”
4. Click on the “Financial information” tab at the top of the page.
   - You will begin with the Parent Financial Information section (if parent financial information is needed).
   - Select “Already Completed” for the tax filing status.
   - You and/or the parent will be asked a series of questions to determine whether or not you are eligible to use the tool.
   - If eligible, a “LINK TO IRS” button will appear. Enter the parent’s FSA ID and password, then click on “Link to IRS.” Click OK to accept the IRS data retrieval tool terms of use
   - You’ll be notified that you are “Leaving FAFSA on the Web.” Click OK.
   - Enter the address and tax filing status exactly as it appears on the tax return. Click on “Submit.”
   - If the IRS can confirm your identification, your tax information will be shown. Select “Transfer my Tax Information into the FAFSA” and click the “Transfer Now” button. You’ll see a response that reads “You have successfully transferred your tax information.”
   - Transferred information will be identified on the FAFSA. Please keep in mind that for your security you will be unable to see the details of the transferred IRS information, but will see a “Transferred from IRS” caption for each area in which IRS information was transferred.

If you (the student) have filed your taxes, continue through the screens to the “Student Financial Information” section, following the same procedures as described in Step 4.

Once completed, be sure to continue to the “Sign and Submit” section the screens and select “Submit.”
   - Your tax information will not submitted until you click the “Submit My FAFSA Now” button!

You will receive an updated Student Aid Report (SAR) via email or postal mail after the correction is processed. Generally, it takes 5 business days for your school(s) to receive this updated information.

If you are unable to use the IRS DRT, simply go to http://www.irs.gov/Individuals/Get-Transcript. There you will be able to request a free Tax Return Transcript which can be retrieved online and printed, or can be sent to you by mail. You will submit this transcript to financial aid office directly after it has been received.