APPLY FOR FINANCIAL AID 2013-2014

STEPS FOR STUDENTS

1. Electronically file Federal Taxes
2. Complete FAFSA
3. Use IRS Data Retrieval Tool
4. Submit Financial Information Sheet
5. Check FinVue for Verification Forms
6. Check FinVue for Award

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IRS DATA RETRIEVAL TOOL

- ABOUT THE TOOL
  - Transfers income information from the IRS to the FAFSA.

- BENEFITS OF THE TOOL
  - Complete the FAFSA quickly and accurately!
  - Increased accuracy in awarding financial aid funds.
  - Less paperwork needed to turn in.

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IRS DATA RETRIEVAL TOOL

Financial Information:

Answer questions to determine whether or not you (or your parents) are eligible to use the tool. If you are eligible to use the IRS tool, you will be prompted to:

1. Enter your PIN number
2. Select "LINK TO IRS"

Complete the information requested (Address entered must match IRS database address)

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IRS DATA RETRIEVAL TOOL

1. Review your tax information for accuracy.

2. Check the appropriate box below.

3. Select Transfer now.

Data Transfer Completed!

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IRS DATA RETRIEVAL TOOL

If you did not or could not use the IRS data retrieval tool on FAFSA, we will need:

IRS Tax Return Transcript

- Order at www.irs.gov (select "Tools").

Processing time is approximately 5-10 days, so don't delay!

- Visit your local IRS office.

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FINANCIAL AID VERIFICATION

- WHAT IS VERIFICATION?
  - It is a process to verify information on the FAFSA, not everyone is selected.
  - If you are selected we are required to collect this information before awarding federal aid.

- WHAT TO DO IF SELECTED?
  1. Check FinVue for documents needed.
  2. Documents vary from student to student.
  3. Turn in verification documents promptly.

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