



Instructions for using the IRS Data Retrieval Tool on the FAFSA:

If you have not already used the tool:

- Go to [FAFSA.gov](https://fafsa.gov) and log in to your FAFSA record
- Select “Make FAFSA Corrections”
- Go to the **Financial Information** section of the form.
- Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool and select **Link to IRS**.
- Enter in required fields and submit. Once information populates, check the box allowing the above information to transfer to the FAFSA and select **Transfer Now**. Make sure you have **signed and resubmitted** the FAFSA.

Instructions for retrieving Tax Transcripts or Non-Filing Letter:

- Go to [www.irs.gov](https://www.irs.gov)
- Select Get Your Tax Record
- Click on Get Transcript by MAIL or ONLINE
- Enter in required information and select continue (if you filed Married filing Joint make sure you are entering in the information for the first person listed on the tax return)
- Under type of transcript select Return Transcript or Non-Filing Letter and for tax year select 2021 then continue

### C. Independent Student’s Income Information to Be Verified

Check the box that applies: (Only one box in this section needs to be selected)

I, the student, have used the **IRS Data Retrieval Tool** in FAFSA on the Web to transfer my (and, if married, my spouse’s) 2021 IRS income information into my FAFSA on \_\_\_\_\_. *(See instructions above for using the Data Retrieval Tool)* *(Date Data Retrieval Completed)*

**\*\*Using the Data Retrieval option ensures a faster processing time for verification by the Oregon Tech financial aid office\*\***

I, the student, have attached my (and my spouse’s, if married) **signed** 2021 IRS Tax Return or IRS Tax Return Transcript(s). *(See instructions above for getting IRS Tax Transcripts)*

I amended my 2021 Federal Tax Return or Filed Jointly and am now Single. If a filer completed an amended tax return, the financial aid office will need a signed IRS Tax Return or Tax Return Transcript **and** a signed copy of the filed 1040x. If a filer completed a joint tax return but is now single because of a divorce, separation, or death of spouse, the W-2 forms for all income showing on the tax return transcript are required. A tax return transcript is required; **the IRS Data Retrieval Tool will be insufficient in this situation.**

I, the student, (and/or the student’s spouse if married) was employed in 2021, didn’t file taxes and:

- have attached the IRS Tax Non Filing Letter (See instructions at the top of the page) **and**
- have attached copies of all 2021 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer and amount earned for 2021 below:

Student/Spouse Name	Employer’s Name	2021 Amount Earned
<i>Missy Jones</i>	<i>Suzie’s Auto Body Shop</i>	<i>\$2000.00</i>

The student (and, if married, the student’s spouse) **was not employed and had no income earned from work in 2021** and:

- have completed the **2023-24 Low Income Statement** available at [www.oit.edu/faid/forms](https://www.oit.edu/faid/forms) **and**
- have attached the IRS Tax Non Filing Letter (See instructions at the top of the page)

#### D. Sign this Worksheet

By signing this form I certify that all the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student \_\_\_\_\_

Date \_\_\_\_\_

*Don't forget to make copies for your own records.*

*Please submit all documents to:*

Oregon Tech Financial Aid Office

3201 Campus Drive

Klamath Falls, OR 97601

541.885.1280 (phone) 541.885.1024 (fax)

[www.oit.edu/faid](http://www.oit.edu/faid) dollars@oit.edu