

Sample article for organizations to use to reach customers (386 word count)

Customize and provide the following article on your website or another communication vehicle to inform people that the 2012-2013 IRS data retrieval tool, for obtaining tax information, is available on the Free Application for Federal Student Aid website.

Use the IRS Data Retrieval tool when applying for a student loan

If you are a student or parent, you can now access your IRS tax return information using the 2012-2013 IRS Data Retrieval Tool and have the option to automatically transfer the required tax data onto the Free Application for Federal Student Aid form. This is an easy and secure way to complete the required tax information on your FAFSA.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

1. It's the easiest way to provide your tax data.
2. It's the best way of ensuring that your FAFSA has accurate tax information.
3. It reduces your chances of being selected for the verification process and not being asked to provide a copy of your or your parents' tax returns for your school's financial aid office.

Who can use it?

If you or your parents meet the following criteria, you'll be given the option to retrieve, display and transfer your federal tax information:

If you filed a 2011 tax return

If you have a valid Social Security Number

If you have a Federal Student Aid PIN (If you do not have a PIN, you will be given the option to apply for one through the FAFSA application process)

If your marital status has not changed since Dec. 31, 2011.

Who should not use it?

If any of the following conditions apply to you or your parents, you should not use this tool:

If you filed an amended federal tax return for 2011

If you did not file a federal tax return for 2011

If your 2011 federal tax filing status is married filing separately

If you filed both a federal tax return and a foreign return

If you can not or do not use the IRS Data Retrieval Tool to provide tax information and your college requests a copy of your tax return or your parents' tax return, you may be required to obtain an official tax transcript from the IRS. To order tax transcripts, go to [Order a Return or Account Transcript](#) at www.irs.gov or call the Transcript Toll free line at 1-800-908-9946.

Please Note: If you or your parents have a balance due on your 2011 tax return, it is not recommended that you use the IRS DRT before July 15, 2012. Your financial aid office will accept a copy of your signed tax return for income verification.

NOTE TO EDITOR: For additional information, refer to Special Edition [Tax Tip 2012-08](#), Automated IRS System Helps College-Bound Students with Financial Aid Application Process