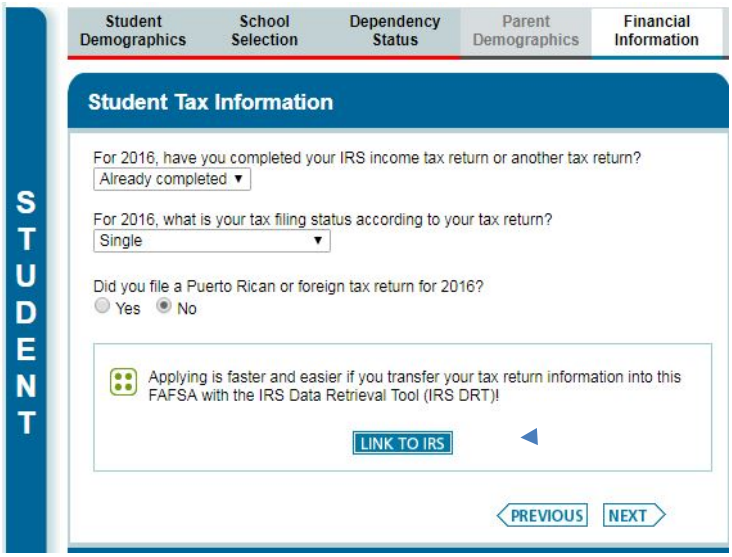
NORMANDALE COMMUNITY COLLEGE

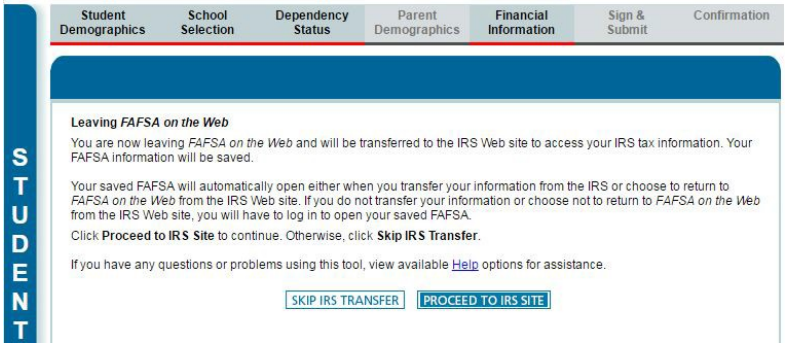
IRS Data Retrieval Steps

Federal Regulations require that students and/or parents complete the IRS Data Retrieval Process or submit a tax return transcript or to verify their financial information.

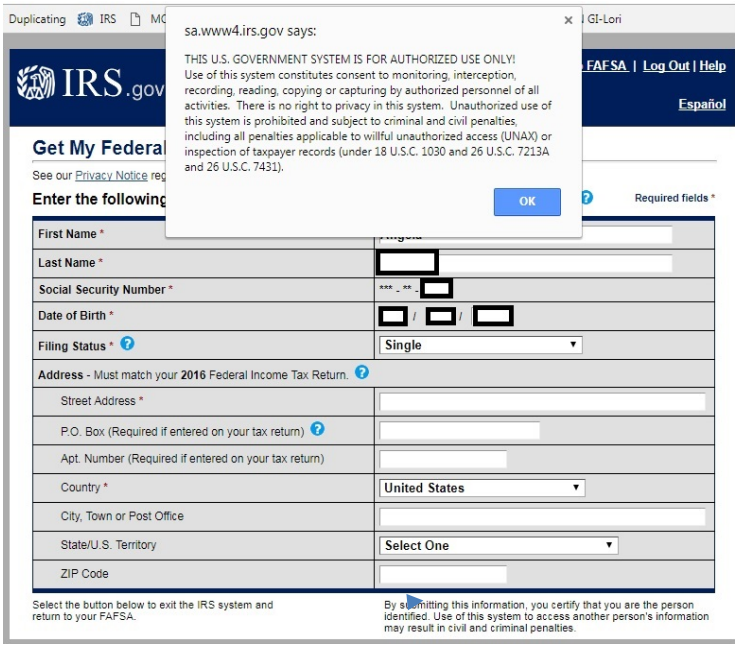
1. Login into FAFSA application at www.fafsa.gov.
2. Select 2018-19 (if applicable).
3. Select make FAFSA corrections link.
4. Along the top tabs – select "Financial Information".



5. After you choose "LINK TO IRS" – you will see this screen:

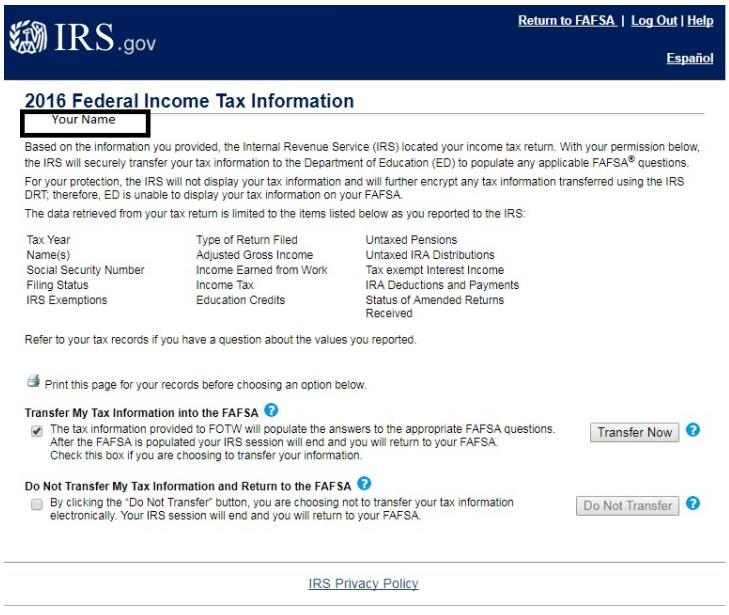


You will now enter the IRS website. It is very important to enter your address as it appeared on the tax return you filed.



6. Select "Submit".

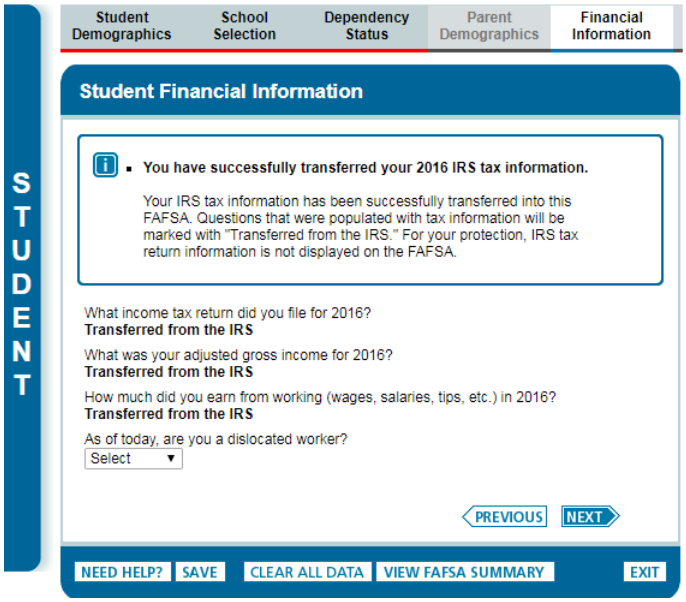
If the IRS is able to match your information, you will see the screen below:

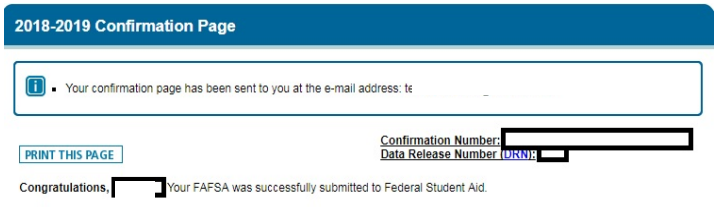


7. Then select: “Transfer My Tax Information into the FAFSA” & “Tranfer Now”.

8. Congratulations! Your tax information has been successfully transferred,

HOWEVER, the process is not complete. Now you must go to the end of the FAFSA application and **submit your application.** You will receive a confirmation page.





We will receive the updated information in approximately one week.