

Income Revision Form 2016-2017

Our records indicate that you filled out your 2016-17 FAFSA using estimated income information. If you have now completed your 2015 U. S. Income Tax Return, you must correct your FAFSA to reflect the actual information as reported on your tax return. **You must make these revisions before we can process your application for financial aid.** The options below will assist you in updating your tax information.

Option 1

We strongly encourage the IRS Data Retrieval Tool (DRT) as it is the fastest, easiest and most secure method to update your FAFSA with accurate tax information. In a few simple steps, you may be able to transfer your tax return information directly into your FAFSA.

IRS Data Retrieval Tool Method:

- Go to www.fafsa.gov
- Log in to the FAFSA record and select "Make FAFSA Corrections"
- Navigate to the Student and/or Parent Financial Information
- Click "View option to link to the IRS"
- Click "Link To IRS" and follow the instructions

In most cases, for electronic filers, the IRS DRT is available within 2 – 3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for paper filers, the IRS DRT is available 8 – 11 weeks after the 2015 paper IRS income tax return has been received by the IRS. If you are unable to use the IRS Data Retrieval Tool, please refer to Option 2 below. If you need more information about when, or how to use the IRS DRT, contact the Financial Aid Office.

Option 2

If you are unable to use the IRS Data Retrieval Tool, you must update the Financial Information in FAFSA on the Web.

- Go to www.fafsa.gov
- Log in to the FAFSA record and select "Make FAFSA Corrections"
- Navigate to the Student and/or Parent Financial Information
- Update Current Tax Filing Status
- Review the entire section for accuracy and update if needed
Do not update Asset Information
- Submit your Corrections

If you need assistance in making these corrections, please contact the Federal Student Aid Information Center at 1.800.433.3243 or contact the Financial Aid Office at 734.432.5663.