

## How to Get 2022 Tax Information for Federal Verification Purposes

Please choose one of the following options to provide tax information to the Office of Financial Aid.

### OPTION 1 (PREFERRED): IRS Data Retrieval Tool on the FAFSA

- x Go to [www.fafsa.gov](http://www.fafsa.gov)
- x Log in to the student's FAFSA record for the ~~2021~~ 2022 year.
- x Select "Make FAFSA Corrections"
- x Navigate to the Financial Information section of the form
- x Follow the instructions to determine if student and/or parent are eligible to use the IRS Data Retrieval Tool to transfer ~~2021~~ 2022 IRS income tax information into the student's FAFSA. The parent will be prompted to sign in with their unique FSA ID to transfer parent information.
- x Do not make any changes to the information that has been transferred.
- x Do not forget to click the "Sign" button for both parent ~~and~~ student.
- x Submit your corrected FAFSA for processing. You will receive a confirmation number when this has been completed. (Do not choose the option to save your corrections without submitting the application. Marian University will not receive your updates unless FAFSA corrections/updates have been submitted for processing).  
(Note: Those who filed Married Filing Separately for ~~2021~~ 2022 will not be able to use this option.)

### OPTION 2: Online Request for Print on Demand

- x Go to [www.irs.gov](http://www.irs.gov)
- x Under the orange "Tools" menu, click "Get a Tax Transcript".
- x