

IMPORTANT FINANCIAL AID APPLICATION PROCESS CHANGE

2012-2013 Academic Year

NEW POLICY UPDATE!

The MWU Online Financial Aid Application Process will now be open to students beginning February 17th instead of the January date we've used in the past. Why? You're going to see a new option on the FAFSA called the **IRS Data Retrieval Tool** which gives you the ability to transfer your 2011 tax information directly from the IRS to your FAFSA. You'll be able to use the Data Retrieval Tool starting February 1, 2012.

WHAT THIS MEANS TO YOU:

File your federal tax return **before** you do your FAFSA.

AM I REQUIRED TO FILE TAXES?

Check Publication 17 at www.irs.gov Type "Publication 17" in the search engine. The chart can generally be found on page 4.

WHAT YOU MUST DO DIFFERENTLY NOW:

1. Try to file your 2011 tax return *electronically* and *as early as possible*.
2. Your tax return **must be filed before you complete your FAFSA**.
 - a. If you file **electronically**: Complete your FAFSA 1 - 2 weeks after submission to the IRS.
 - b. If you file **by mail**: Complete your FAFSA 6 – 8 weeks after mailing to the IRS.
3. If you're able to file your tax return electronically by February 3rd, then on February 17th when our Online Financial Aid Application Process opens you'll be able to file your FAFSA **and** use the Data Retrieval Tool - your income verification will be complete!
4. We strongly suggest that you use the Data Retrieval Tool.
5. If you're unable to use the Data Retrieval Tool, you still must file your 2011 tax return before you do your FAFSA. Do not select "will file" on your FAFSA because we cannot process loans for you until you have filed your tax return. If you're not required to file, then indicate "Not going to file" on your FAFSA. **Never use "will file."**

HOW THE IRS DATA RETRIEVAL TOOL WORKS:

1. Under "Student Tax Information" of your FAFSA it asks, "For 2011, have you completed your IRS income tax return or another tax return?" Select either "**Already Completed**" or "**Not Going to File**." The "Will File" option will delay your loans until you file your federal taxes.
2. Choose "Link to IRS" to automatically retrieve your tax data. ***If you choose to "Skip this Option" and you're selected for verification, you will have to order a tax transcript directly from the IRS. Your loans will be delayed.***



Contact Us

Browse Help

SEARCH

Student Demographics

School Selection

Dependency Status

Parent Demographics

Financial Information

Sign & Submit

Confirmation

STUDENT

Student Tax Information

Application was successfully saved.

For 2011, have you completed your IRS income tax return or another tax return?

Already completed

You may be able to use the [IRS Data Retrieval Tool](#) to view and transfer your tax information from the IRS.

Check all that apply or check **None of the above**.

My tax filing status is Married Filing Separately

My tax filing status is Head of Household

I filed an amended tax return

I filed a Puerto Rican or foreign tax return

I recently filed my taxes

None of the above

Based on your response, you are not eligible to transfer your information from the IRS into this FAFSA.

Click **Next** to continue.

PREVIOUS

NEXT

NEED HELP?

SAVE

CLEAR ALL DATA

VIEW FAFSA SUMMARY

EXIT

Help and Hints

I filed an amended tax return

Under certain conditions, students are not eligible to use the IRS Data Retrieval Tool, which allows users to link to the IRS Web site and securely transfer IRS tax return information into their FAFSA. If you meet any of these conditions, you will not be presented with the option to link to the IRS.

Select the check boxes that describe your (and if married, your spouse's) tax filing status, or select **None of the Above**.

Select **My tax filing status is Married Filing Separately** if you are married, but you and your spouse filed

USE THE IRS DATA RETRIEVAL TOOL IF:

- You have a valid SSN
- You have already filed your 2011 federal tax return.
- Your marital status has not changed since December 31, 2011.

DO NOT USE THE IRS DATA RETRIEVAL TOOL IF:

- You filed an *amended* federal tax return for 2011 (the IRS database used for this process contains only original IRS information, so your data would be incomplete).
- You have a tax filing status of "head of household" (married filers only)
- Your 2011 federal tax filing status was "married filing separately."
- You filed a foreign tax return.

IF THE DEPARTMENT OF EDUCATION SELECTS YOUR FAFSA FOR INCOME VERIFICATION

You will receive an email from the Office of Student Financial Services with instructions indicating what must be done.