



# TOCCOA FALLS COLLEGE

## Office of Financial Aid

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### **Finalize Student Tax Information on FAFSA®**

On the FAFSA®, you indicated that you “Will File” your taxes for the tax year requested on the FAFSA®. Since the 2022-2023 FAFSA® uses tax information from 2020, the deadline for filing this tax return has passed, so it is important to resolve this situation quickly. Keep in mind that you cannot be considered for any federal student aid until your taxes have been filed, and this information has been updated on your FAFSA®.

After you have filed your 2020 taxes (or, if you have already filed your 2020 taxes and this was reported incorrectly), please update your FAFSA® by following the steps below. If you believe you were not required to file taxes in 2020 and no longer plan to do so, please contact our office.

#### **How to Finalize Student Tax Information on FAFSA®**

- Log in to your Federal Student Aid account (using the same login information you used to complete your FAFSA®) at this link: <https://studentaid.gov/>.
- After logging in to your Federal Student Aid account, navigate to “Apply for Aid” and choose “Complete the FAFSA® Form.” You will be able to choose which year to edit the FAFSA®.
- Once you navigate to the Student Financial section, you can use the Data Retrieval Tool (DRT) to pull your tax information from the IRS, or you can input your tax information manually into the FAFSA®. You will not be able to do this until you have filed taxes for the tax year requested.
- After you have updated your tax information, you will need to submit the FAFSA®. A corrected FAFSA® will arrive to our office in 3-5 business days.

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.