COMPLETING YOUR FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Important Dates:

Oct. 1st – FAFSA for the upcoming academic year is available online.

Feb. 1st – Missouri's Priority Deadline to be considered for additional state scholarships.

What You Need: Tax information from two years ago.

- Log into the FAFSA at **FAFSA.ed.gov** using your FSA ID
    - If you need help with your FSA ID, please contact the Federal Student Aid Administration at 1-800-557-7394.

- Enter Harris-Stowe State University's school code: **002466**

- Use the **IRS Data Retrieval Tool** to update the financial information on your application (see back for instructions).

- After **3-5 business days**, if you have not yet received an email from our office, please feel free to call us at **(314) 340-3500** to see if we have received your application and if any additional paperwork is needed.
    - Returning students can track this information online!
        - (*live.hssu.edu > Students > Finance Information > View Financial Aid Document Tracking*)
    - New students can also track this information online!
        - (*live.hssu.edu > Admissions > Application/Financial Aid Status > View Financial Aid Document Tracking*)

- All forms needed by our office can be found on our Financial Aid webpage:
    - Go to HSSU's main webpage: **www.hssu.edu**
    - Click on the link that says *Financial Assistance*
    - On the left side of the screen, click on the link that says *Forms*

Get help paying for college

Submit a Free Application for Federal Student Aid (FAFSA)

HOW TO USE THE IRS DATA RETRIEVAL TOOL

Once you arrive at the **Financial Information** tab on the FAFSA, follow these steps:

Note: if you have previously completed your FAFSA and are attempting to update it, click on the link that says *Make FAFSA corrections* after you have logged in, then click on the **Financial Information tab.

1. Change the dropdown menu for the question "Have you completed your IRS income tax return or another return" to Already **Completed**.

2. Select your filing status.

3. Answer the following questions

> You may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS.
>
> Did you file an amended tax return?
> ○ Yes   ● No
>
> Did you file a Puerto Rican or foreign tax return?
> ○ Yes   ● No
>
> Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?
> ○ Yes   ● No
>
> You have already transferred your tax information from the IRS.
>
> View option to link to the IRS

If you answer "Yes" to any of these questions then you are not eligible to use this application and should proceed to answer the questions based off of your 1040 tax forms from the previous filing year.

4. Click "***Ok***" to leave the FAFSA website.

5. Enter your information *__exactly__* how it appears on your tax paperwork.

6. Click "***Submit***".

7. Check the box on the left and then click "***Transfer Now***"

> Transfer My Tax Information into the FAFSA
> ☐ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.
>
> Transfer Now

8. Once you are redirected back to your FAFSA, finish the application by answering any remaining questions. **DO NOT change any information that was transferred from the IRS Data Retrieval Tool!**

9. Be sure to **SIGN** and **SUBMIT** your FAFSA.