



WASHINGTON STATE UNIVERSITY
Student Financial Services

Federal Tax Information (FTI)

Student Financial Services

Agenda

- What is FTI data
- Where is FTI data
- What can we do with FTI Data
- When can I access or release FTI Data (FTI Data Release Form)
- What happens if FTI is improperly assessed or released (Penalties and what to do)

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What is FTI

Federal tax information (FTI) received from the U.S. Department of the Treasury may only be used by our partners for purposes of administering financial aid programs, including determining eligibility for, and amounts of, funds under the Title IV, HEA programs and other financial aid programs offered by our partners.

- Previously, tax data was acquired through the Data Retrieval Tool (DRT) Beginning in 24-25, signers of the FAFSA authorize direct access for the FAFSA to pull information from the IRS.
- Fields considered to be FTI data:
 - Tax Year (ex. Award year 2024-25 is based on 2022 tax year information from the IRS)
 - Tax Filing Status
 - Adjusted Gross Income (AGI)
 - Number of Exemptions and Number of Dependents
 - Income Earned from Work
 - Taxes Paid
 - Educational Credits
 - Untaxed IRA distributions
 - IRA deductible and payments
 - Tax exempt interest
 - Untaxed pension amounts
 - Schedule C net profit/loss
 - Indicators for Schedules A, B, D, E, F, H
 - IRS response code

Note: Manual Entry is not categorized as FTI and thus will be able to be viewed. (It is only FTI that is directly from the IRS through the Direct Data Exchange [FADDX])

Who SHOULD have access to FTI?

- Only those that carry out the duties with the application, award, and administration of student financial aid programs.
- At WSU we define some of those employees in (but not limited to):
 - Student Financial Services (SFS) Employees
 - Staff in Institutional Research (for purposes of application in reporting)
 - Enterprise Systems Staff (for purposes of Peoplesoft technical applications)

** Note: If you feel like you should have access, please email sfs.compliance@wsu.edu with your request. If approved, an FTI Employee Agreement form will need to be completed.*

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FTI Screenshot from MyWSU (Peoplesoft)

Student Information | Spouse Information | Parent Information | Parent Spouse / Partner | Transaction Detail | SAI and Flags

Name [REDACTED] Emplic [REDACTED] ★

Aid Year 2025 Federal Aid Year 2024-2025 Institution WSUNV

Student Information End First 1 of 1 Last

*Effective Date 03/18/2024 Calc SAI

Correction Status ▼

Transaction Num 1

SAI Status Official

SAI 27,543

Dependency Independent

Expand All Collapse All IM FM Need Summary

Student Identifier and Consent

FAFSA UUID c1072aa0-839b-422f-b1b6-8105e47a08fb Transaction UUID 6d47866a-ef76-458f-af41-92a945299d04

Person UUID 3679333a-0382-498c-9229-03661dbf557c Transaction Process Date 03/18/2024

FTI Consent Granted Signature Yes ▼

Signature Date 01/07/2024

Student Financial Information		
FTI Amounts		
Student FTI Data	FTI Amount	Manually Reported Amount
FTI Start Indicator	CUI//SP-TAX	
IRS response code	Successful Request	
Returned tax year	2022	
Filing status code	Single	
AGI	78,561	
Number of exemptions	1	
Number of dependents	0	
Total income earned amount	78,561	
Total tax paid amount	10,055	
Educational credits	0	
Untaxed IRA distributions	0	
IRA deductible and payments	0	
Tax exempt interest	0	
Untaxed pensions amount	0	
Schedule C net profit/loss	0	
Schedule A indicator	No	
Schedule B indicator	No	
Schedule D indicator	No	
Schedule E indicator	No	
Schedule F indicator	No	
Schedule H indicator	No	
FTI End Indicator	CUI//SP-TAX	

- ISIR tables
(There are 4 block subgroups: student, student spouse, parent, and other parent)
- Queries

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What can we do with FTI data?

- Use FTI information for administering financial aid. This includes, but is not limited to:
 - a. Awarding financial aid, for example running queries to determine a list of students for need based aid.
 - b. Correcting an ISIR through verification procedures.
 - c. Working through appeals, for example Special/Unusual circumstance appeals or dependency situations.
 - d. Using as background knowledge when working with students, for example explaining why a student is not eligible for particular types of funding. This must be vague in nature.
 - e. Release with a signed consent form by the student.

FTI Data Release Form

- WSU SFS has developed a specific release form that can be used at the request of the student to share FTI data. (Consent to Release Federal Tax information).
- This form must be used EVERY time that a request is needed to release FTI data as the purpose for which the information to be disclosed must be provided on a case-by-case basis.
 - This is an optional form located on our Financial Aid website under 'Forms'.
 - Once the request is completed by SFS staff a comment will be placed on the students account outlining that an FTI data request was completed.

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What CAN'T I do with FTI data?

- Look at FTI information unless it is necessary to do your job (i.e. aid in the application, award, and administration of financial aid to the applicant).
- Release FTI data to a third party WITHOUT a consent form.
- Release FTI data to a department such as student service resources that are seeking data without approval as it is beyond the scope of the application, award and administration.

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Penalties for Improper Release of FTI Data

- It is unlawful to access, view, use, or disclose (without the written consent of the applicant) FTI for any other purposes than those authorized by federal law. Violations can result in criminal and civil penalties that include:
 - The willful unauthorized disclosure of a tax return or return information is punishable as a felony by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution (Section 7213 of the IRC).
 - The willful unauthorized inspection of a tax return or return information is punishable by a fine of up to \$1,000, or imprisonment of not more than 1 year, or both, together with the costs of prosecution (Section 7213A of the IRC).
 - A taxpayer may bring a civil action for damages against an officer or employee who has inspected or disclosed, knowingly or by reason of negligence, such taxpayer's tax return or return information in violation of any provision of Section 6103 of the IRC (Section 7431 of the IRC).

What should I do if I am aware that FTI data was improperly released?

- An email should immediately be sent to sfs.compliance@wsu.edu with the subject line “FTI Data.”
- In the email, do not include student specific information. Instead, state that you would like a consult regarding FTI data release. Myla and Joy will then reach out to you to determine next steps.

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Questions?



- SFS.Compliance@wsu.edu
- Myla Walter – Associate Director of Operations & Compliance, Student Financial Services- mmmoody@wsu.edu
- Joy Scourey- Assistant Vice Provost- Student Financial Services- scourey@wsu.edu

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