

STEPS ON HOW TO USE THE IRS DATA RETRIEVAL TOOL

Step 1: Go to www.fafsa.gov and click “Login.”

Step 2: Enter your FSA Username and Password and click “Next.”

Step 3: Click “Make FAFSA Corrections.”

Step 4: Create a Save Key and click “Next.”

Step 5: Click on the “Financial Information” tab. Select “Already Completed” for the tax return filing status and answer the eligibility questions.

Step 6: If you are eligible to use the IRS Data Retrieval Tool, you can now click on the LINK TO IRS button.

Step 7: Click “OK” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

Step 8: Click “OK” to accept the IRS Data Retrieval Tool terms of use.

Step 9: Enter the requested information and click “Submit.” Remember to enter your address exactly as it appeared when you filed your taxes.

Step 10: Review the information that the IRS has retrieved from your tax returns. Check the box to “Transfer My Tax Information into the FAFSA” and click “Transfer Now.” Your IRS data will be transferred to your FAFSA and you will be returned to the FAFSA website.

Step 11: Do not update any answers that say “Transferred from the IRS” or your school may require you to supply additional documentation. Answer the additional questions and click “Next.”

Step 12: Continue to the “Sign & Submit” tab. Follow all of the instructions carefully to submit your FAFSA correction.