How to Use the IRS Data Retrieval Tool….
When Completing or Correcting Your FAFSA

We encourage ALL students (and parents) who are eligible to use the IRS Data Retrieval Tool to do so when completing their FAFSA. If you are not able to use it at the time you completed your FAFSA because you just recently filed your taxes, we recommend making corrections to your FAFSA and use the IRS Data Retrieval Tool when it becomes available (approximately 2-3 weeks if you filed electronically or 6-8 weeks if you filed paper income taxes.) Follow the instructions below to use the IRS Data Retrieval Tool.

Go to [www.fafsa.gov](http://www.fafsa.gov).

Login with the student’s name, date of birth, and social security number.

If starting a new FAFSA, click the appropriate year. If making corrections, click the “Make Corrections” link. Enter the student’s Federal PIN # and select a password.

Continue through the screens, and make all necessary updates. Once you get to the “Parent Tax Information.” *Dependent students only, independent students skip to Step 5.*

- Review checklist. If none apply click “None of the above.”
- Under the IRS Data Retrieval section, select “mother” or “father” and enter parent’s FAFSA PIN. Click on [Link to IRS].
- You will receive notification on leaving the FAFSA website. Click OK.
- Enter the tax filing status and address exactly as it appears on the tax form. Click on “Submit.”
- Review the tax information but DO NOT change any of the data or it will not be considered “retrieved data,” Select “Transfer my Tax Information into the FAFSA” and click on “Transfer Now”.
- Once the tax information is transferred you will see in bold letters “Transferred from the IRS.”

Continue to the “Student Tax Information” screen.

- Review checklist. If none apply click “None of the above.”
- Under the IRS Data Retrieval section, enter student’s FAFSA PIN. Click on [Link to IRS].
- You will receive notification on leaving the FAFSA website. Click OK.
- Enter the tax filing status and address exactly as it appears on the tax form. Click on “Submit.”
- Review the tax information but DO NOT change any of the data or it will not be considered “retrieved data,” Select “Transfer my Tax Information into the FAFSA” and click on “Transfer Now”.
- Once the tax information is transferred you will see in bold letters “Transferred from the IRS.”

Continue through the screens and sign (with Federal PIN#), accept, and submit the FAFSA application. Make sure you receive a confirmation page.