Instructions on using the IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows students and parents to transfer tax data directly into their FAFSA from the IRS Web site.

If you have already submitted your FAFSA application and would like to use the Data Retrieval Tool option, follow the below instructions:

1. Log into your 2015-2016 FAFSA at www.fafsa.ed.gov

2. Click on "Make FAFSA Corrections"

3. Go to the "Student Financial Information" or "Parent Financial Information" page

4. Answer the questions in the box to see if you are eligible to use the tool

5. If eligible, you will be provided with a "LINK TO IRS" option

6. Click on "LINK TO IRS"

7. You will be directed to "leave FAFSA on the web". Click "OK" to get to the IRS site.

8. On the IRS website, enter the information requested. All information entered must match data from your tax return

9. Click "Submit" and "Transfer Now"

10. You will then be directed back to your FAFSA. DO NOT make any changes to answers that say "Transferred from the IRS".

11. Click "next" until the signature page. Sign and submit your FAFSA.

12. Allow at least 5 business days for your FAFSA to fully process.

13. Check with the Office of Financial Aid after 5 business days to ensure that the Data Retrieval Tool was successful.

Important Notice: If you cannot successfully use the Data Retrieval Tool, you **MUST** request and submit a Tax Return Transcript