IRS DATA RETRIEVAL TOOL

A Step by Step Tutorial
Step 1: Log into your FAFSA Account
Step 2: Click on the link “Make a FAFSA Correction”
**Step 3:** Click the “Financial Information” toward the top of the page  
(If you are providing Parent(s) information, you will do the parent information first)

**Step 4:** Click the option “None of the above” in the box that tells you that you are able to do the Data Retrieval Tool

**Step 5:** Click the button “Link to the IRS”  (NOTE: this option will not appear unless you click the “None of the above” option in the box)
**Step 6:** Complete the IRS form. Please note that the information must match what you put on your 2011 IRS Tax Return

**Step 7:** Click Submit
Step 8: Check the first box under “Transfer my Tax Information into the FAFSA”

Step 9: Click the “Transfer Now” button
Step 10: You will return to your FAFSA and it will say “You have successfully transferred your 2011 IRS tax information.” It will also say “Transferred from the IRS” next to the questions. You will have to answer any questions that don’t say “Transferred from the IRS”

NOTE: Do not change any answers that have been “Transferred from the IRS”
REPEAT STEPS 3-10
For Student Information
(if providing Parent(s) information)
**Step 11:** Click the “Sign & Submit” tab toward the top of the page

**Step 12:** You will see all the corrections made by doing the IRS Data Retrieval Tool. Scroll to the bottom of the page and click the “Next” button.
**Step 13:** Sign with your and/or your parent’s PIN Number by typing in the PIN number and clicking the “Sign” button. Also choose that you “Agree” to the statement.

**Step 14:** Click “SUBMIT MY FAFSA NOW”

You are finished!!!