IRS DATA RETRIEVAL TOOL

A Step by Step Tutorial
**Step 1:** Log into your FAFSA Account by selecting the choice on the left.
If you have not created your FSA ID yet you should do this now. Otherwise enter your FSA ID and click ‘next’.
Accept to continue
Step 2. Select ‘Make FAFSA Corrections’
Step 3. Create a Save Key. Click next.
Step 4: Click the “Financial Information” toward the top of the page. If it won’t let you, then you will have to click NEXT on the bottom of each page until you get there.

(If you are providing Parent(s) information, you will do the parent information first)
Step 5: Answer the questions until you see [LINK TO IRS] then click on it.
Step 6. If your parents have not created their FSA ID yet, they will need to do this now. Click on Create an FSA ID.

Otherwise enter their FSA ID and password then click on the PROCEED TO IRS SITE button.
THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).
**Step 7:** Complete the IRS form. Please note that the information must match what you put on your 2016 IRS Tax Return

**Step 8:** Click Submit
Step 9: The web site should pull up this disclosure:
Check the first box under “Transfer my Tax Information into the FAFSA”

Step 10: Click the “Transfer Now” button
Step 11: You will automatically be returned to your FAFSA. You will see the words ‘Transferred from the IRS’ on all of the questions that could be transferred. You will have to answer any questions that do not say “Transferred from the IRS”
REPEAT STEPS 5-10
For Student Information
(if providing Parent(s) information)
**Step 12:** Click the “Sign & Submit” tab toward the top of the page

**Step 13:** 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 14:** Sign with your and/or your parent’s FSA ID by typing in the FSA ID Username and Password. Also choose that you “Agree” to the statement.

**Step 15:** Click “SUBMIT MY FAFSA NOW”

You are finished!!!
If for some reason you get this while trying to find your tax information, click the return to fafsa button. Then go to the IRS website and request a return transcript be mailed to you.

What went wrong?

- You may have recently filed a Federal Income Tax Return for 2013.
  If you recently filed your taxes your IRS information may not be available yet. If you filed your taxes electronically, it may take 2-3 weeks; but if you filed your taxes via the mail it may take 8-11 weeks.
  You can use your personal copies of your tax returns and complete the FAFSA. You could also wait until your IRS information becomes available before submitting your FAFSA, but you should keep in mind any deadlines.

- You may not have filed a Federal Income Tax Return for 2013.
  Return to the FAFSA to review your previous answers.