IRS Data Retrieval Instructions

1. Go to www.fafsa.gov and click “Make a Correction”

2. If you are the student then you will click “Enter your (the student’s) FSA ID”. If you are the parent you will click “Enter the Student’s Information”

3. Create a Save Key and click “Next”

4. For the parent (if applicable) - Click on the “Financial Information” tab and make sure the answer to “have you completed your IRS income tax return or another tax return is “Already Completed”. Then answer the eligibility questions.
5. If you are eligible to use the IRS Data Retrieval Tool, click on “LINK TO IRS”.

6. Click “Ok” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

7. Enter the requested information and click “Submit”.

8. Review the information that the IRS has retrieved from your returns. Check the box to “Transfer My Tax Information into the FAFSA” and then click “Transfer Now”. Once the information has transferred, you will be returned to the FAFSA website.
9. Do not update any answers that say “Transferred from the IRS”. Answer the additional questions and click “Next”.

10. Now, for the student (if applicable) - Click on the “Financial Information” tab and make sure the answer to “have you completed your IRS income tax return or another tax return is “Already Completed”. Then answer the eligibility questions.

11. If you are eligible to use the IRS Data Retrieval Tool, click on “LINK TO IRS”.

12. Click “Ok” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

13. Enter the requested information and click “Submit”
14. Review the information that the IRS has retrieved from your returns. Check the box to “Transfer My Tax Information into the FAFSA” and then click “Transfer Now”. Once the information has transferred, you will be returned to the FAFSA website.

15. Do not update any answers that say “Transferred from the IRS”. Answer the additional questions and click “Next”.

16. Continue to the “Sign and Submit” tab. Follow the instructions carefully to submit your FAFSA correction.

1. Parent - Please make sure you enter all required information and Click “Agree” to the terms outlined and then enter FSA ID and Password
2. Student - Please make sure you enter all required information and Click “Agree” to the terms outlined and then enter FSA ID and Password
3. Finally, Click “Submit My FAFSA Now”

****Please note, if you do not complete all the required steps and agreements, your FAFSA will not update with the Data Retrieval.

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