

****Data is available within 1-2 weeks of electronically filing your taxes or 6-8 weeks of filing a paper tax return.****

****If you are a dependent student, both you and your parent will need to use your FSA User IDs and passwords to complete the data retrieval****

To Use IRS Data Retrieval When Filing Your FAFSA:

When you reach the Tax Information step for Student and Parent (if dependent)...

1. Answer the questions to determine if you are eligible to use the Retrieval Tool.
2. If you and/or parent are eligible, enter your and/or parent's FSA User ID and password and click **Link to IRS**.
3. You will be notified that you are leaving the *FAFSA on the Web* page, click **OK**.
4. Enter all information **exactly** as it appears on your/your parent's tax return then click **Submit**.
5. Once your/your parent's tax information is displayed, click **Transfer Now**.
6. Follow the links provided to return to the FAFSA website.

To Use IRS Data Retrieval on Already Submitted FAFSA:

1. Return to the FAFSA website at www.fafsa.ed.gov.
2. Click on **Start Here**.
3. Enter all fields requested then click **Next**.
4. Select the current Aid Year tab.
5. Click on **Make FAFSA Corrections** (at the bottom of the screen).
6. Enter your FSA User ID and password and then click **Next**.
7. Select **Financial Information** from the bar across the top.
8. Once the IRS Data Retrieval screen appears, select **Already Completed** from the drop down menu.
9. Answer the questions to determine if you are eligible to use the Retrieval Tool.
10. If you and/or parent are eligible, *enter your and/or parent's FSA User ID and Password* and click **Link to IRS**.
11. You will be notified that you are leaving the *FAFSA on the Web* page, click **OK**.
12. Enter all information **exactly** as it appears on your/your parent's tax return then click **Submit**.
13. Once your/your parent's tax information is displayed, click **Transfer Now**.
14. Follow the links provided to return to the FAFSA website.
15. Review your changes and click **Next**.
16. **If you are a dependent student, you will need to complete Steps 7-15 for both the student and a parent.**
17. Complete the **Sign and Submit** section using *you and/or parent's FSA User ID and password*.
18. Click on **Submit my FAFSA now**.