How to use the IRS Data Retrieval Tool for the FAFSA

Please follow the directions below to transfer your tax information directly from the IRS into your FAFSA application.

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Click the green “Login” button
- Enter student information and click “Next”
- Select “Make corrections” hyperlink in the middle of the page
- Log in with Student’s PIN and create a new password
- Click to the Financial Information tab in the gray bar along the top of the page
  
  Please be aware of whether you are in the parent or student information section. For dependent students, parental information is listed first.

- If not already selected, change the question about tax filing to “Already Complete”
- Select “None of the above”
- If prompted, enter PIN, otherwise click the blue “Link to the IRS” button

This will take you to the IRS website. You will need to complete the form, submit, and review your information before you will have the option to transfer your information back into the FAFSA.

- Fill in missing information on IRS form exactly as you filed your taxes (i.e. “Ave.” vs. “Ave” vs. Avenue)
- Click the Submit button at the bottom of the page
- If the tool is not successful, please review your information and try again
- If the data retrieval is successful, it will bring up a list of the information that will be transferred to the FAFSA. At the bottom of the page, check the box to pull your information to the FAFSA and select “Transfer Now”
- This will take you back to the FAFSA website, you should see a “Retrieved from IRS” next to the data
- Fill in any additional information making sure not to change any information that was pulled from the IRS
- Click the “Next” button – it will take you to a page to review the corrections you’ve made. If correct, click the “Next” button again.
- Sign with PIN and submit