FAFSA

USING THE IRS DATA RETRIEVAL TOOL

The **IRS Data Retrieval Tool** allows students and parents to access their IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly into their FAFSA when initially completing the FAFSA or when making a correction. Filers must wait three (3) or more weeks after filing electronically (or up to 8 weeks after filing by mail) in order to successfully use the IRS Data Retrieval Tool.

HOW TO USE THE IRS DATA RETRIEVAL TOOL

1. If you have filed your taxes, the IRS data retrieval tool may be available. When completing the Financials section(s) of the FAFSA, select that you have "Already Completed" your tax return. A series of questions will appear to determine if you are able to use the Retrieval Tool. If available, it will populate a "Link to IRS" button. Click this to continue. **NOTE: If the button does not appear, you will need to try a different method of requesting your tax transcripts.**

2. You will then see a "Leaving FAFSA on the Web" notification. Click "Proceed to IRS Site", then "OK", and "OK" again.

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3. Once you are in the IRS system, fill in the required information as it appears on your tax return and click "Submit".

4. Next, you will see two options: "Transfer Now" or "Do not transfer". Select the transfer (top) option.

5. Once you have checked the transfer option and clicked on "Transfer Now", it will take you back to the FAFSA with a notification stating: **You have successfully transferred your (year) IRS tax information.** You can then continue through the remainder of your FAFSA.

   Remember to sign & submit at the end!

6. **If you have already completed your FAFSA and are making a correction to the FINANCIAL section(s),** make sure to continue to the last page of the FAFSA application after your taxes have transferred, then sign and resubmit your FAFSA for processing.