How to use the IRS Data Retrieval Tool
Data is available within 3 weeks of electronically filing your taxes or 11 weeks of filing a paper tax return. These instructions assume you have already filed your 2016-2017 FAFSA.

1. Go to www.fafsa.gov, click "Login."

2. Enter the student's FSA ID Username or Verified E-mail Address and FSA ID Password. Click "NEXT."

3. Make sure the correct year’s FAFSA is selected on the tab at the top of the screen. Click on "Make FAFSA Corrections" at the bottom.

4. Create a save key.

5. Click on "Financial Information" at the top of the screen, enter in your/your parent's FSA ID information (depending on whose information you are linking). Click "LINK TO IRS."

6. Click "OK" to continue to the IRS website to retrieve your/your parent's tax information.

7. Click "OK" on the popup message on the IRS website.

8. On the IRS website, enter the requested information EXACTLY as it appears on your tax return. (If a venue is abbreviated on your tax return, use the abbreviation on the IRS website.) Click "submit" at the bottom of the screen.

9. If the IRS is able to validate your identification, your tax information will display. Check mark the box to transfer tax information, then click "Transfer Now."

10. You will then be taken back to the FAFSA website. A green box will appear at the top of your screen if the IRS was successful at downloading your tax information.

11. Dependent students only: Note that if you mark "yes" to skip the remaining questions of your parent's financial information, you will not be able to fill in student tax information.

12. Dependent students only: Repeat the steps above for the student's financial information.

13. Sign and submit the student and parent (if dependent) signature(s) by agreeing to the terms and clicking "SIGN."

14. After you submit your FAFSA you will come to the following confirmation page.

If you have filed an amended return, you are required to submit your signed 1040X form. You will also need to submit signed copies of your 2015 Tax Return OR your Tax Return Transcript to the Financial Aid Office. You cannot use the online Data Retrieval Tool.

You must submit a copy of your tax return transcript if...
- You have filed an extension
- You have filed a foreign tax return
- You are married filing separately