How To Use The IRS Data Retrieval Tool

1. The student must go to www.fafsa.gov and sign in. Select the application year you need to update (it may already be selected for you), and click on "make corrections".
2. Go to the "Financial Information" tab for the individual who needs to update their tax information (parent, student, or both). Do the following:

   - Make sure tax filing status is marked as "Already Completed"
   - If you do not fit into any of the listed categories, check the box that says "none of the above". *Note: "recently filed tax return" is a return that has been filed less than 2-3 weeks ago (electronically) or less than 6-8 weeks ago (paper copy mailed to IRS)*
   - Enter the PIN number for the tax filer requesting to link and click "Link To IRS"
   - Follow through with the prompts at the IRS site (filing status on tax return, address on tax return, etc.) to allow for final connection to the IRS
   - Once connected, select to transfer the information from IRS into the FAFSA <u>without changes</u>.

3. Once the information has transferred back into the FAFSA correction for all tax filers, do the following steps:

   - Go to the "Sign and Submit" tab
   - Enter student PIN, agree to terms, and "sign"
   - Enter parent PIN, agree to terms, and "sign" (only for dependent students)
   - Click button at bottom that says "Submit My FAFSA"
   - Make sure you view a confirmation page verifying that your corrected FAFSA is being processed by the Department of Education. It will take about 3-5 business days for us to receive your updated FAFSA.

That's It! Easier than you thought.