Guide to IRS Data Retrieval

This sheet is a guide to help you through the process of updating your FAFSA, using the IRS Data Retrieval Tool. Login into the FAFSA website, www.fafsa.gov, click on “Make FAFSA Corrections” and enter the student’s PIN and Password. Review all information in the first three sections to make sure all information is correct.

When the “Financial Information” section is reached, select “Already completed” to the question, “For 2012, have you competed your IRS income tax return or another tax return?”
Read and check any boxes that might apply to your situation to see if you qualify to use the tool. If you are able to check “None of the above,” you should be able to use the IRS Data Retrieval Tool. Click the “Link to IRS” button to be redirected to the IRS website and transfer your current tax information into your FAFSA.

Read the next screen and select “OK,” agreeing to be redirected to the IRS website.
The IRS.gov website should open. Fill in the appropriate information and click “Submit.” Make sure that the address you put into this form, matches the address used on your 2012 Federal Income Tax Return. The Federal Income Tax Return information which will be transferred will appear on a new screen. Review the information and check the box next to “Transfer My Tax Information into the FAFSA” and click “Transfer Now.”

The relevant Federal Income Tax Return information has been transferred from the IRS to your FAFSA. For a dependent student, repeat the steps to transfer parent tax information. Please do not make changes to any information that has been transferred. You are not finished until this correction is signed by the student and parent if necessary, using the Federal PIN’s and submitted to be processed.