Step 1: Go to www.fafsa.gov and click “Login.”

Step 2: Enter your student information and click “Next.”

Step 3: Click “Make FAFSA Corrections.”

Step 4: Enter your Federal Student Aid ID. If you don’t know or can’t remember your ID or password select “Forgot Username” or “Forgot Password.”

Step 5: Click on the “Financial Information” tab. Select “Already Completed” for the tax return filing status and answer the eligibility questions.

Step 6: If you are eligible to use the IRS Data Retrieval Tool you will be prompted to enter your ID and click “LINK TO IRS.” If you are not eligible to use the IRS Data Retrieval Tool follow the IRS site retrieval instructions available on our website.

Step 7: Click “OK” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

Step 8: Click “OK” to accept the IRS Data Retrieval Tool terms of use.

Step 9: Enter the requested information and click “Submit.” Remember to enter your address exactly as it appeared when you filed your taxes.

Step 10: Review the information that the IRS has retrieved from your tax returns. Check the box to “Transfer My Tax Information into the FAFSA” and click “Transfer Now.” Your IRS data will be transferred to your FAFSA and you will be returned to the FAFSA website.

Step 11: Do not update any answers that say “Transferred from the IRS” or your school may require you to supply additional documentation. Answer the question(s) asking how much was earned in wages, salaries, and tips and click “Next.”

Step 12: Continue to the “Sign & Submit” tab. Enter your FSA ID and click “Sign.” Then agree to the Terms of Agreement and click “Submit My FAFSA Now.”