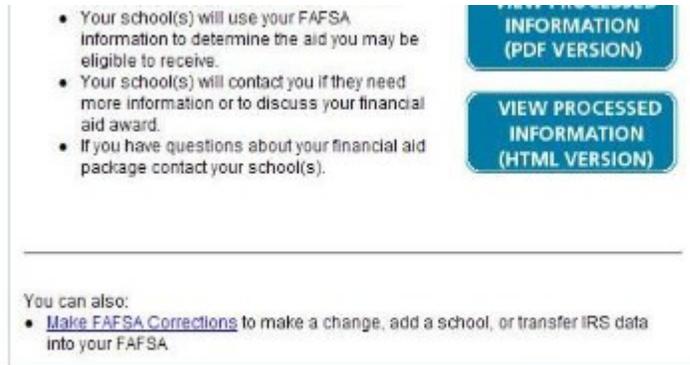


IRS Data Retrieval Tool on the FAFSA

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.”



• Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.

• Your school(s) will contact you if they need more information or to discuss your financial aid award.

• If you have questions about your financial aid package contact your school(s).

[VIEW PROCESSED INFORMATION \(PDF VERSION\)](#)

[VIEW PROCESSED INFORMATION \(HTML VERSION\)](#)

You can also:

- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA.

Step 4: Enter your Federal Student Aid 4 digit PIN. If you don't know or can't remember your PIN, click the “I Forgot/Don't Know My PIN” link or visit <http://www.pin.ed.gov> and request a duplicate PIN. Create and enter a password and click “Next.”

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 PIN number and click “LINK TO IRS.” If you are not eligible to use the IRS Data Retrieval Tool follow [these instructions](#) to order a tax return transcript.

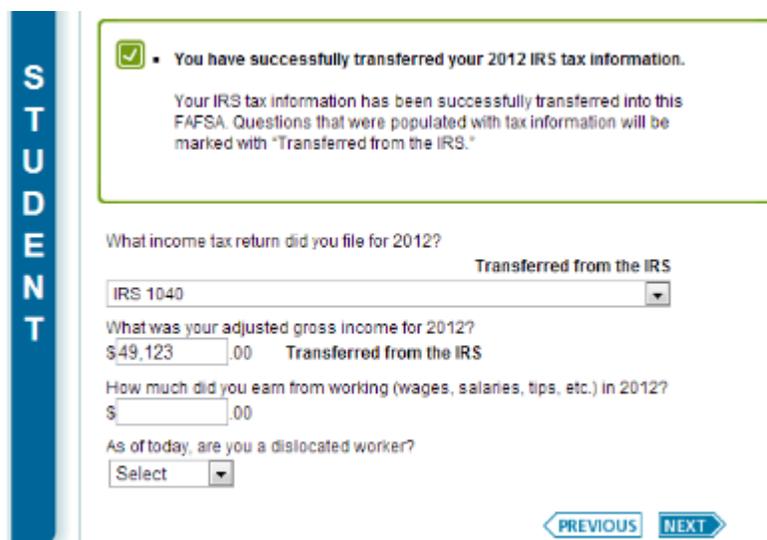
Step 7: Click “OK” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

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.”



S T U D E N T

You have successfully transferred your 2012 IRS tax information.

Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with “Transferred from the IRS.”

What income tax return did you file for 2012? Transferred from the IRS

IRS 1040

What was your adjusted gross income for 2012?
\$49,123,00 Transferred from the IRS

How much did you earn from working (wages, salaries, tips, etc.) in 2012?
\$ _____,00

As of today, are you a dislocated worker?
Select

[PREVIOUS](#) [NEXT](#)

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