**IRS Data Retrieval Tool**

**Step 1:** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and select ‘Login’

**Step 2:** Fill out the requested student information

**Step 3:** Select ‘Make a Correction’ (located on the bottom left)
Step 4: Create a password (once you re-submit the FAFSA application this password will no longer be used)
Step 5: Select ‘Financial Information’ (second to last tab)

Step 6: Update parent tax filing status to ‘Already Completed’ and ‘None of the above’ if applicable.*  IRS Data Retrieval Tool option will appear (skip to Step 6 if only student tax information is required)
*If you are not eligible to do this you will need to request an IRS Tax Transcript

Step 7: Scroll down through parental data and click ‘Next’ to get to Student Financial Information

Step 8: Click ‘Link to IRS’ (you may need to use your 4-digit FAFSA pin number again) and ‘OK’ twice

Step 9: On the IRS page, enter your information EXACTLY as you entered it on your 2012 Tax Return (If you spelled out ‘street’, spell it out on the form. Do not put ‘st.’). Once complete, click ‘submit’.** If the IRS is able to validate your information, a summary of your tax information will appear showing each data field that is going to be transferred to your FAFSA.
*If an error occurs, check the information and re-submit (You are limited to three attempts and will be locked out for 24 hours if you use all attempts.)
Step 10: Click ‘Transfer My Tax Information into the FAFSA’ and then ‘Transfer Now’

Step 11: Click ‘Save’ at the bottom of the screen and click ‘Next’ through the remaining sections until you reach ‘Sign and Submit’ your FAFSA

Step 12: Re-sign the FAFSA with PIN and click ‘Agree’ to the “Terms of Agreement”. Dependent students will need parents to re-sign FAFSA with their PIN as well and click ‘Agree’. Then ‘Submit My FAFSA Now’.