

How do I use the IRS Data Retrieval Tool

1 Go to FAFSA.GOV. If you have already submitted a FAFSA click on “Make Corrections.” If you are just starting a FAFSA click on “Start 2015-2016

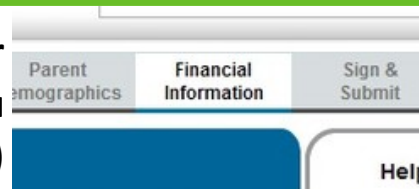
you can also:
View or print your Student Aid Report (SAR):
[Student Aid Report \(PDF\)](#) | [Student Aid Report \(HTML\)](#)
[Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA



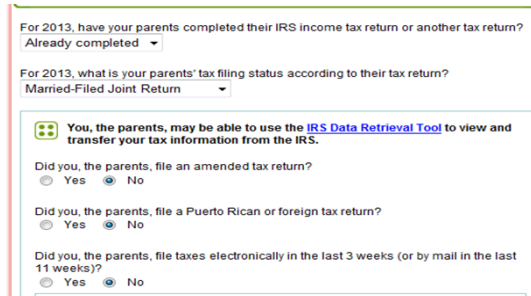
or



2 Click on the “Financial Information” tab on your FAFSA (if you have not started the FAFSA yet you will need to progress through the FAFSA to this tab)



3 Select “Already Completed” and answer the questions about the tax return.



4 Enter the pin for the owner of the tax forms and click “Link to IRS.” It is okay that you are leaving the FAFSA.

Based on your response, we recommend that you, the information from the IRS into this FAFSA.

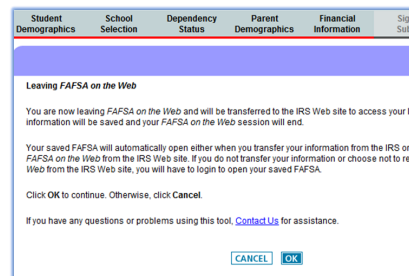
Enter your PIN and click Link To IRS.

Which parent are you?
Select

What is your PIN?

[Apply For A PIN](#)
[I Forgot/Don't Know My PIN](#)

[LINK TO IRS](#)



5

Enter the information EXACTLY as it appears on the tax form (Even if the address is wrong on the tax form it must be entered exactly as it appears).

6

Yes, you want to link the information!

7

After you link you should be sent back to the FAFSA. Complete this process for both parent and student tax forms if necessary. It should say "Transferred from the IRS" next to certain boxes. Don't change these numbers!

8

Remember to sign and submit your FAFSA at the end. If you have more than ten schools rotate in the other schools in a few days when it is done processing