

## IRS Data Retrieval Tool Instructions

1. Log into your FAFSA with your FSA ID & Password as a Returning User at [www.fafsa.gov](http://www.fafsa.gov) to update your and/or parents/spouse income information.
2. Click on the “Make FAFSA Corrections” link at the bottom of the next page.
3. Click on the “Financial Information” tab to update the student tax information or the “Parent Financial Information” tab to update the parent tax information.

Complete the questions in this section to determine if you can use the Data Retrieval function. **You will need to do this for both student and parent if both filed a tax return.**

- Filing status must be “Already Completed”
- Indicate the tax return filing status.
- Your tax return has to have been filed for more than 3 weeks.
- If given the option, click on the “View option to link to the IRS”
- On the next screen click on the “Link to IRS” button.

**Student Financial Information**

Application was successfully saved.

For 2015, have you completed your IRS income tax return or another tax return? Already completed

For 2015, what is your tax filing status according to your tax return? Married-Filed Joint Return

**To determine if you can use the IRS Data Retrieval Tool to transfer your tax return information from the IRS into your FAFSA, answer the following question(s):**

Did you file a Form 1040X amended tax return?  
 Yes  No

Did you file a Puerto Rican or foreign tax return?  
 Yes  No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?  
 Yes  No

If you filed your taxes electronically within the last 3 weeks or if you filed your taxes by mail within the last 11 weeks, your tax information may not be available yet from the IRS. You can determine if you should attempt to access your tax information from the IRS at this time. Keep in mind any [deadlines](#).

[View option to link to the IRS](#)

[Return to FAFSA](#) | [Log Out](#) | [Help](#)

[Español](#)

**Get My Federal Income Tax Information**

See our [Privacy Notice](#) regarding our request for your personal information.

**Enter the following information from your 2015 Federal Income Tax Return.** Required fields \*

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Social Security Number *	<input type="text"/>
Date of Birth *	<input type="text"/>
Filing Status *	<input type="text"/>
<b>Address - Must match your 2015 Federal Income Tax Return.</b>	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) ?	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	<span style="border: 1px solid #ccc; padding: 2px;">United States</span>
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	<span style="border: 1px solid #ccc; padding: 2px;">Select One</span>
ZIP Code *	<input type="text"/>

Select the button below to exit the IRS system and return to your FAFSA. By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

Return to FAFSA

Submit

[IRS Privacy Policy](#)

- Complete the required sections to retrieve your tax information.
- Must match EXACTLY the information from your tax return.
- Click on the “Submit” button at the bottom of the screen.
- **NOTE: Remember to go back and update the Parent Income Information, if necessary.**

If you cannot use the IRS Data Retrieval, follow the [Federal Tax Transcript instructions](#) to have a transcript sent to you by the IRS in the mail.