Office of Financial Aid and Scholarships Return to:

5500 University Parkway San Bernardino, CA 92407 University Hall Room 150

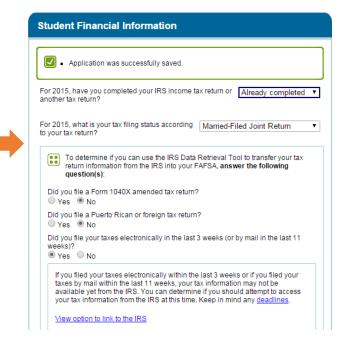
Tel: (909) 537-5227 Fax: (909) 537-7024

IRS Data Retrieval Tool Instructions

- 1. Log into your FAFSA with your FSA ID & Password as a Returning User at 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.





- 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.