IRS Data Retrieval Tool

Students and parents who have filed their 2014 IRS tax return will be able to select the IRS Data Retrieval option on the Free Application for Federal Student Aid (FAFSA) to transfer tax information to the FAFSA. We strongly encourage you to select this option during the initial filing or when subsequent corrections are made to your 2015-2016 FAFSA. This option will streamline and expedite the processing of your financial aid application.

To successfully use this option you must:

- **Have a federal tax return filed with the IRS.**
- **Have a valid social security number.**
- **Have a Federal Aid Personal Identification Number (PIN)**

You will be unable to use this option if:

- Your marital status changed after December 31, 2014.
- You filed married filing separately.
- You filed an amended return.
- You filed a foreign tax return.
- You filed a tax return using a Tax ID Number (TIN).
- The home address on the FAFSA does not match the address on the tax return.

Once you have completed your taxes, wait the appropriate length of time (2-3 weeks after electronically filing a tax return or 6-8 weeks after filing paper tax returns)* and follow these steps:

1. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
2. Select “Make Correction” to FAFSA
3. Click on the Financial Information section of the FAFSA
4. From the drop down box, select tax return “Already Completed”
5. Review eligibility questions. If none apply, check “None of the Above”
6. Enter PIN (if updating parent information, enter parent PIN)
7. Click on “Link to IRS.”
8. You will be instructed that you are leaving the FAFSA on the Web. Click “OK” to continue.
9. Once on the IRS screen, enter all information as it appears exactly on your tax return (i.e. street address must be the same). Click “Submit.”
10. Once the IRS has validated your identification, your 2014 Federal Income Tax Information will appear. Update IRA or pension distribution rollover information, if necessary. Click on box under “Transfer my Tax Information into the FAFSA.” Click “Transfer Now.”
11. Follow instructions to return to FAFSA on the Web
12. Finish your FAFSA corrections and electronically sign with your PIN (and parent PIN if you’re a dependent student) and submit your FAFSA. **You are not finished until you have successfully submitted your FAFSA and received a confirmation number.**

*If you owed taxes on your 2014 Federal Tax Return, then you cannot access the IRS Data Retrieval Tool until after April 15th.*