Using the IRS Data Retrieval Tool: 2015-16 Academic Year

Login to the FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

If you have already submitted a 2015-2016 FAFSA, select “Make FAFSA Corrections” on your My FAFSA page.

Navigate to the “Financial Information” tab. Under Parent Tax Information, select “Already completed” for tax filing status. Follow the instructions to “Link to IRS.”
You will then be notified that you are leaving FAFSA on the Web - select OK.

You will see a message box - select OK.
IRS Data Retrieval Tool- Page 1 of 2. Be sure to hit “Submit” in the bottom right to continue.

IRS Data Retrieval Tool- Page 2 of 2. Be sure to select “Transfer Now” to continue.
You will return to FAFSA on the Web. Do not adjust any figures which are marked “Transferred from the IRS” (this will invalidate the use of the Data Retrieval Tool).

If necessary, repeat for Student Tax Information.
Proceed to the **Sign and Submit Tab**. Enter Student and Parent PIN to e-sign the FAFSA. Be sure to hit “SUBMIT MY FAFSA NOW”