The IRS Data Retrieval Tool is the simplest and most accurate method for reporting or updating your federal tax information on the FAFSA. If you and/or your parent(s) filed a 2014 federal tax return, you may be eligible to electronically update your FAFSA information using this tool.

The following pages present a screen-by-screen, step-by-step walkthrough of the IRS data retrieval process.

*Please remember to complete these steps for both student and parent(s) if both filed a federal tax return.

- Log into your FAFSA account at [fafsa.ed.gov](http://fafsa.ed.gov).
- Click “Make FAFSA Corrections.”

  ![Image of FAFSA account login](image1)

- Click the “Financial Information” tab.

  ![Image of FAFSA financial information](image2)
In the drop down menu, select “Already Completed” your tax return and select the parent’s tax filing status.

Answer the next 3 questions, if the answers is “no” to the three questions you will be presented with the opportunity to Link to the IRS. (If you do not qualify to use the IRS Data Retrieval Tool; you will need to submit a copy of your IRS Tax Return Transcript to the Office of Financial Aid. You can request yours by visiting www.irs.gov)

Click “OK” to continue.
You will then see a message from the webpage over the screen below, read and then click OK. The first 5 items are pre-filled in from FAFSA information; you can update (you cannot change the social security number) to match your Federal Income Tax Return. Fill in the rest of the requested information and submit the request. NOTE: You must enter the address on this screen EXACTLY as it appears on the tax return. For example, if your address on your federal tax return appears as ‘SPRING STREET,’ you must enter ‘SPRING STREET’ and not ‘Spring St.’

Once you click submit, the page below will appear listing the information that will be used to update your FAFSA information. Check the box under “Transfer My Tax Information into the FAFSA,” and click on the “Transfer Now” button located on the right.
Once you click **Transfer Now**, the following screen will appear. You will see the message box “Transferred from the IRS”. Do not change any item that has been identified as “Transferred from the IRS”.

Regarding earnings: If there are earnings for multiple taxpayers on the tax return, the IRS Data Retrieval will pull in the combined earnings (see below: in this example $44,649). Then FAFSA will require that the earnings be entered separately (see below: parent 1 earning from work is $26,500 and parent 2 is $18,149).

**Almost finished…**

**A few reminders:**

Don’t forget to complete these steps for both student and parent(s) if you are required to update both parent and student financial information.
Final Steps:

- Click the “Sign and Submit” tab.

- Follow all instructions presented to you. When you are finished, scroll to the bottom of the screen, and click "SUBMIT MY FAFSA NOW".

- The Office of Financial Aid will receive your updated FAFSA information approximately 5 business days after you submit the corrections.