The IRS Data Retrieval Tool is the simplest and most accurate method to update federal tax information on the FAFSA. If you and/or your parent(s) filed a 2015 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. You will need your FSA ID to complete this process.

*Remember to complete these steps for both student and parent(s) if both filed a federal tax return and are required to be included on the FAFSA.

1. Log into your FAFSA at fafsa.gov.

2. If you have already submitted a 2016-2017 FAFSA, click “Make FAFSA Corrections”. If you are completing the 2016-2017 FAFSA for the first time, you will not see this screen. Begin your FAFSA and skip to Step 4.

3. Next, click the “Financial Information” tab at the top of the screen.
4. Once in the Financial Information section, indicate that you have “Already Completed” your tax return and select the appropriate tax filing status. If your answers are “no” to the three questions, you will be prompted to Link to the IRS using your FSA ID. If you answer “yes” to any of these questions, or if you haven’t filed your 2015 federal tax returns yet, you may not qualify to use the IRS DRT, or you may have to allow the IRS more time to process your return.
5. After entering your FSA ID, read the disclaimer and click “OK” to continue to the IRS.gov retrieval page.

6. Click “OK” again after reading the U.S. Government disclaimer. Note that the address must be entered EXACTLY as it appears on the federal tax return. For example, if the address on your federal tax return appears as “MAIN STREET”, you must enter “MAIN STREET”, not “Main St.” Once the form has been completed, click “Submit”.

![Image of the form](image-url)
7. 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 on the bottom right. If your information is not found, you may not be able to use the data retrieval tool, or you may have made a mistake entering your information in Step 6.

8. Next, you will be taken back to the FAFSA. You’ll notice several fields updated with the “Transferred from the IRS” indicator. Please do not change any items labeled with the “Transferred from the IRS” indicator.
9. To complete the update process, navigate to the Sign and Submit section of the FAFSA. If the FAFSA is not signed and submitted, DePaul will not receive the updated information.

THE END!

- The Office of Financial Aid will receive the updated FAFSA information and update the To Do List approximately five business days after you submit your corrections.