The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

- Go to fasfa.ed.gov
- Log in using your FSA ID
- Select the “Continue” or “Make a Correction” button
- Select the "Financial Information" tab from the top of the page.

Instructions for the parent to use the IRS data retrieval:

1. Enter the FSA ID for the parent providing the information (must be the main filer if filed a married joint return)
2. Click blue box that says "Link to IRS"
3. By doing so, you will be directed to the IRS website
4. Fill in the parent address exactly as it was reported when filing their income tax return in 2017. (If unsure, request a tax return transcript from irs.gov)
5. Click Submit
6. If successful, the next screen will ask if you want to transfer your data
7. Click in the first box to allow the transfer, then click “Transfer Now”
8. You will be brought back to your FAFSA. DO NOT MAKE ANY CHANGES to the information. For your privacy, the tax information you transfer from the IRS into your FAFSA form will not be visible to you
9. Proceed to the Sign and Submit page

Instructions for the student to use the IRS data retrieval:

1. Go to "Student Financial Information" page
2. Click blue box that say’s "Link to IRS"
3. By doing so, you will be directed to the IRS’s website. Fill in the address exactly as it was reported when filing their income tax return in 2017. (If unsure, request a tax return transcript from irs.gov)
4. Click Submit
5. If successful, the next screen will ask if you want to transfer your data
6. Click in the first box to allow the transfer, then click “Transfer Now”
7. You will now be brought back to your FAFSA. DO NOT MAKE ANY CHANGES to the information. For your privacy, the tax information you transfer from the IRS into your FAFSA form will not be visible to you
8. Proceed to the Sign and Submit page

QUESTIONS?
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