IRS DATA RETRIEVAL TOOL INSTRUCTIONS

1. Login to www.fafsa.ed.gov
2. Go to the **Financial Information** Tab
3. Change the tax question to **Already Completed**

   Answer the questions; the IRS link will be shown if all answers are no

4. Click **Link to IRS***
   *If a parent is using the tool for their tax information they will need to enter their FSA ID and password before clicking **Link to IRS**.

   FOLLOW THE PROMPTS to go to the IRS page and transfer the tax return information into the FAFSA.

   The transferred information will be displayed.
   Do not change IRS tax information that has been transferred.

5. Click **NEXT** after reviewing information
6. Proceed to **SIGN** and **SUBMIT** page.

Bryn Athyn College Office of Financial Aid