

## IRS DATA RETRIEVAL TOOL INSTRUCTIONS

1. Login to [www.fafsa.ed.gov](http://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.

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Help

Student Demographics School Selection Dependency Status Parent Demographics Financial Information

**STUDENT**

**Student Tax Information**

Application was successfully saved.

For 2015, have you completed your IRS income tax return or another tax return?  
Already completed

For 2015, what is your tax filing status according to your tax return?  
Single

To determine if you can use the IRS Data Retrieval Tool to transfer your tax return information from the IRS into your FAFSA, answer the following question(s):

Did you file a Form 1040X amended tax return?  
 Yes  No

Did you file a Puerto Rican or foreign tax return?  
 Yes  No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?  
 Yes  No

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA. [How you filed your taxes](#) can affect whether your tax return information is available to transfer.

[LINK TO IRS](#)

[PREVIOUS](#) [NEXT](#)