IRS DATA RETRIEVAL TOOL

FAFSA offers you the option to import federal tax information into your application directly from the IRS via the Data Retrieval Tool.

The IRS Data Retrieval Tool should be available:
• 2-3 weeks after filing your tax returns electronically
• 8-11 weeks after filing paper tax returns
(If any money is owed to the IRS, the Data Retrieval Tool will not be available).

If you have already submitted your 2015-2016 FAFSA, please use this tutorial to update your application.
Navigate to the FAFSA on the web: https://fafsa.ed.gov/ and log in.
Enter your information and click “Next.”
Select “Make FAFSA Corrections.”
Enter your PIN and create a password. Click “Next.”
Select the “Financial Information” tab.
Based on the answers to the questions on this page, the system will determine if the parent is eligible to use the IRS Data Retrieval Tool. If eligible, the system will provide the option to link to the IRS.

Example 1

Example 2
Information letting you know that you are about to be transferred to the IRS website.

Leaving FAFSA on the Web

You are now leaving FAFSA on the Web and will be transferred to the IRS Web site to access your IRS tax information. Your information will be saved and your FAFSA on the Web session will end.

Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to log in to open your saved FAFSA.

Click OK to continue. Otherwise, click Cancel.

If you have any questions or problems using this tool, view available Help options for assistance.
Enter your information EXACTLY the same as it is listed on your tax returns and submit it.
Transfer your federal income tax information into the FAFSA.
After transferring, you should be taken back to your FAFSA. You can choose to update the Student’s Financial Information using the same steps in this tutorial or if finished, you must proceed to the “Sign and Submit” page in order to complete updating your application (see examples on the next two slides).
Based on the answers to the questions on this page, the system will determine if the student is eligible to use the IRS Data Retrieval Tool. If eligible, the system will provide the option to link to the IRS.

Example 1

Example 2
IMPORTANT last step - sign and submit your FAFSA.