IRS Data Retrieval Tool

Step 1: Go to www.fafsa.gov
   Click on the Start Here button to log back on to your already processed FAFSA.

Step 2: Enter in your personal information and click next.
   • The next screen will ask for your federal PIN and ask you to make up a password.

Step 3: Click on Make FAFSA Corrections

Step 4: Click on Financial Information
Step 5: To complete data transfer for parental information, if needed only student data skip to Step 6.

- To start data transfer process, make sure status is “Already completed”. Select “None of the above” if you do not fit into any of the other boxes. This will then open up the next steps to transfer tax information from the IRS to the FAFSA.

Step 6: Scroll down through parental data and click ‘Next’ to get to Student Financial Information.

Step 7: To start the data transfer process, make sure status is “Already completed”.

- Select “None of the above” if you do not fit into any of the other boxes. This will then open up the next steps to transfer tax information from the IRS to the FAFSA.

Step 8: Once transfer of data is complete, make sure to submit your FAFSA. This video also provides step-by-step instructions on the data retrieval process: http://youtu.be/QJYE4PTYRfs.