

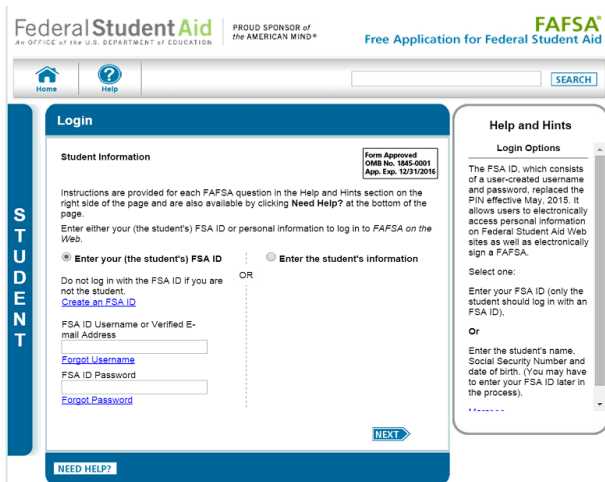
IRS Data Retrieval Instructions

1. Go to www.fafsa.gov and click “Make a Correction”



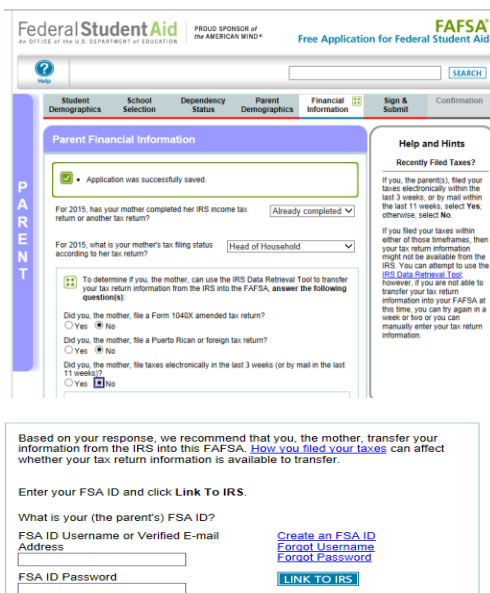
The image shows the FAFSA home page. At the top, it says "Federal Student Aid" and "FAFSA Free Application for Federal Student Aid". Below this is a navigation bar with links: Home, About Us, PIN Site, StudentAid.gov, and Help. There is also a search bar. The main heading is "Get help paying for college" with the subtext "Submit a Free Application for Federal Student Aid (FAFSA)". Below this is a banner image showing four diverse students. Under the banner, there are two sections: "New to the FAFSA?" with a "Start A New FAFSA" button, and "Returning User?" with a list of options: "Make a correction", "Add a school", and "View your Student Aid Report (SAR), and more...". There is also a "Login" button.

2. If you are the student then you will click “Enter your (the student’s) FSA ID”. If you are the parent you will click “Enter the Student’s Information”



The image shows the FAFSA login page. On the left, there is a vertical sidebar with the word "STUDENT" in large letters. The main area is titled "Login". It has two sections: "Student Information" and "Help and Hints". In the "Student Information" section, there are two radio buttons: "Enter your (the student's) FSA ID" (selected) and "Enter the student's information". Below these are fields for "FSA ID Username or Verified E-mail Address" and "FSA ID Password", each with a "Forgot" link. There is a "NEXT" button at the bottom. The "Help and Hints" section on the right provides information about the FSA ID and login options.

3. Create a Save Key and click “Next”
4. For the parent (if applicable) - Click on the “Financial Information” tab and make sure the answer to “have you completed your IRS income tax return or another tax return is “Already Completed”. Then answer the eligibility questions.



The image shows the FAFSA "Parent Financial Information" page. At the top, there is a navigation bar with tabs: "Student Demographics", "School Selection", "Dependency Status", "Parent Demographics", "Financial Information" (selected), "Sign & Submit", and "Confirmation". The main area is titled "Parent Financial Information". It shows a message: "Application was successfully saved." Below this are questions about the parent's tax status for 2015. The first question is "For 2015, has your mother completed her IRS income tax return or another tax return?" with a dropdown menu showing "Already completed". The second question is "For 2015, what is your mother's tax filing status according to her tax return?" with a dropdown menu showing "Head of Household". There are also questions about whether the mother filed a Form 1040X, a Puerto Rican or foreign tax return, and if taxes were filed electronically. On the right, there is a "Help and Hints" section with information about recently filed taxes. At the bottom, there is a section titled "Based on your response, we recommend that you, the mother, 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." It includes a "LINK TO IRS" button and fields for "FSA ID Username or Verified E-mail Address" and "FSA ID Password".

IRS Data Retrieval Instructions

- If you are eligible to use the IRS Data Retrieval Tool, click on “LINK TO IRS”.
- Click “Ok” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

PARENT

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

Leaving FAFSA on the Web

You have entered answers to one or more income questions. FAFSA on the Web will delete these responses and replace them with information contained in your tax return when you transfer your IRS tax information into this FAFSA.

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

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.

[CANCEL](#) [OK](#)

- Enter the requested information and click “Submit”

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#) [Español](#)

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2015 Federal Income Tax Return. [?](#) Required fields *

First Name *	Dependent
Last Name *	Data
Social Security Number *	*** - ** - 2581
Date of Birth *	01 / 01 / 1994
Filing Status * ?	Single
Address - Must match your 2015 Federal Income Tax Return. ?	
Street Address *	
P.O. Box (Required if entered on your tax return) ?	
Apt. Number (Required if entered on your tax return)	
Country *	United States
City, Town or Post Office *	
State/U.S. Territory *	Select One
ZIP Code *	

Select the button below to exit the IRS system and return to your FAFSA. [Return to FAFSA](#)

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties. [Submit](#)

- Review the information that the IRS has retrieved from your returns. Check the box to “Transfer My Tax Information into the FAFSA” and then click “Transfer Now”. Once the information has transferred, you will be returned to the FAFSA website.

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#) [Español](#)

Student 2015 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers ?
Tax Year	2015	
Name(s)	Dependent Data	
Social Security Number	*** - ** - 2581	
Filing Status	Single	Question 34 on the FAFSA
Type of Tax Return Filed	1040EZ	Question 33 on the FAFSA
Adjusted Gross Income	\$9,750	Question 36 on the FAFSA
Income Earned From Work ?	\$20,125	Question 39 on the FAFSA
Income Tax	\$7,025	Question 37 on the FAFSA
IRS Exemptions	5	Question 38 on the FAFSA

[Print this page](#) for your records before choosing an option below.

Transfer My Tax Information into the FAFSA [?](#)

☒ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information. [Transfer Now](#) [?](#)

Do Not Transfer My Tax Information and Return to the FAFSA [?](#)

☐ By clicking the “Do Not Transfer” button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA. [Do Not Transfer](#) [?](#)

[IRS Privacy Policy](#)

IRS Data Retrieval Instructions

- Do not update any answers that say “Transferred from the IRS”. Answer the additional questions and click “Next”.
- Now, for the student (if applicable) - Click on the “Financial Information” tab and make sure the answer to “have you completed your IRS income tax return or another tax return is “Already Completed”. Then answer the eligibility questions.

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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?
(Married-Filed Joint Return) ☒

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.

Enter your FSA ID and click [Link To IRS](#).

What is your (the student's) FSA ID?

FSA ID Username or Verified E-mail Address: [Forgot Username](#) [Forgot Password](#)

FSA ID Password: [LINK TO IRS](#)

Help and Hints

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?

If you filed your taxes electronically within the last three weeks, or by mail within the last eleven weeks, select **Yes**. Otherwise, select **No**.

If you filed your taxes within either of those timeframes, then your tax return information might not be available from the IRS. You can attempt to use the IRS Data Retrieval Tool. However, if you are not able to transfer your tax return information into your FAFSA at this time, you can try again in a week or less or you can manually enter your tax return information.

Previous Next

Need Help? Save Clear All Data View FAFSA Summary Exit

- If you are eligible to use the IRS Data Retrieval Tool, click on “LINK TO IRS”.
- Click “OK” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.

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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.

Cancel OK

- Enter the requested information and click “Submit”

IRS.gov | Return to FAFSA | Log Out | Help | Español

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2015 Federal Income Tax Return. [?](#) Required fields *

First Name * Dependent

Last Name * Data

Social Security Number * ***-**-2581

Date of Birth * 01 / 01 / 1994

Filing Status * [?](#) Single

Address - Must match your 2015 Federal Income Tax Return. [?](#)

Street Address *

P.O. Box (Required if entered on your tax return) [?](#)

Apt. Number (Required if entered on your tax return)

Country * United States

City, Town or Post Office *

State/U.S. Territory * Select One

ZIP Code *

Select the button below to exit the IRS system and return to your FAFSA.

Return to FAFSA

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

Submit

IRS Data Retrieval Instructions

14. Review the information that the IRS has retrieved from your returns. Check the box to “Transfer My Tax Information into the FAFSA” and then click “Transfer Now”. Once the information has transferred, you will be returned to the FAFSA website.

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#) [Español](#)

Student 2015 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

My Tax Information	FAFSA Question Numbers
Tax Year	2015
Name(s)	Dependent Data
Social Security Number	*** - ** - 2581
Filing Status	Single
Type of Tax Return Filed	1040EZ
Adjusted Gross Income	\$9,750
Income Earned From Work	\$20,125
Income Tax	\$7,025
IRS Exemptions	5

[Print this page for your records before choosing an option below.](#)

Transfer My Tax Information into the FAFSA

☒ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.

[Transfer Now](#)

Do Not Transfer My Tax Information and Return to the FAFSA

☐ By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA.

[Do Not Transfer](#)

[IRS Privacy Policy](#)

15. Do not update any answers that say “Transferred from the IRS”. Answer the additional questions and click “Next”.

Federal Student Aid **FAFSA**
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[Help](#) [SEARCH](#)

STUDENT

Student Financial Information

☒ You have successfully transferred your 2015 IRS tax information.
Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS."

What income tax return did you file for 2015?
Transferred from the IRS
IRS 1040A or 1040EZ

What was your adjusted gross income for 2015? This amount is found on IRS Form 1040A-line 21 or 1040EZ-line 4.
\$ 9,750.00 **Transferred from the IRS**

Your income earned from working (wages, salaries, tips, etc.) in 2015 was transferred from the IRS. This amount is found on IRS Form 1040A-line 7 or 1040EZ-line 1.
\$ 20,125.00

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

[NEED HELP?](#) [SAVE](#) [CLEAR ALL DATA](#) [VIEW FAFSA SUMMARY](#) [EXIT](#)

Help and Hints
Student's Type of 2015 Tax Form Used
Question 33
If you use the IRS Data Retrieval Tool and transfer your information from the IRS into your FAFSA, the answer to this question will be pre-filled and identified as "Transferred from the IRS."
If the answer to this question is not pre-filled, you must select the income tax return that you filed or will file for 2015:
• IRS 1040
• IRS 1040A or 1040EZ
• A foreign tax return
• A tax return for a U.S. territory or a Freely Associated State (including Puerto Rico).

16. Continue to the “Sign and Submit” tab. Follow the instructions carefully to submit your FAFSA correction.

Sign With an FSA ID

Parent Signature - Sign With an FSA ID

Mother's/Stepmother's Social Security Number
[XXX-XX-0248]

Mother's/Stepmother's last name
[Mother]

Mother's/Stepmother's date of birth
[05/17/1958]

READ BEFORE PROCEEDING
By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:
1. to provide information that will verify the accuracy of your completed form.
2. to provide U.S. or state income tax forms that you filed or are required to file.
You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.
I, the parent, agree to the terms outlined above.
☒ Agree ☐ Disagree

What is your (the Mother's/Stepmother's) FSA ID?
FSA ID Username or Verified E-mail Address
FSA ID Password
[Create an FSA ID](#)
[Forgot Username](#)
[Forgot Password](#)
[SIGN](#)

Student Signature - Sign With an FSA ID

READ BEFORE PROCEEDING
By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential, YOU, THE STUDENT, certify that you:
1. will use federal and/or state student financial aid only to pay the cost of attending all of your higher education;
2. are not in default on a federal student loan or have made satisfactory arrangements to repay it;
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it;
4. will notify your school if you default on a federal student loan, and
5. will not use a Federal Direct loan from more than one school for the same year.
I, the student, agree to the terms outlined above.
☒ Agree ☐ Disagree

What is your (the student's) FSA ID?
FSA ID Username or Verified E-mail Address
FSA ID Password
[Create an FSA ID](#)
[SIGN](#)

[PREVIOUS](#) [SUBMIT MY FAFSA NOW](#)

Help and Hints
Terms of Agreement - Parent
In order to submit your FAFSA, your parent must review the Terms of Agreement and select Agree.
[More >>>](#)

1. Parent - Please make sure you enter all required information and Click “Agree” to the terms outlined and then enter FSA ID and Password
2. Student - Please make sure you enter all required information and Click “Agree” to the terms outlined and then enter FSA ID and Password
3. Finally, Click “Submit My FAFSA Now”

****Please note, if you do not complete all the required steps and agreements, your FAFSA will not update with the Data Retrieval.