FAFSA IRS DATA RETRIEVAL INSTRUCTIONS

You are eligible to import your federal tax information directly from the IRS via the IRS Data Retrieval Tool if:

- you have already filed your **federal 2014 taxes**
  
  **AND**
  
  - filed as “Single” or “Married Filing Jointly”

You can complete the Data Retrieval Process directly on your FAFSA at: [www.FAFSA.gov](http://www.FAFSA.gov)

Log into your FAFSA account using the following information: First Name, Last Name, SSN and Date of Birth. Select the option “Make FAFSA Corrections” and then enter the password you created when you originally submitted your FAFSA.

**Follow these steps to complete the IRS Data Retrieval Process:**

- **Step 1:** Navigate to the “Financial Information” Section of the FAFSA

- **Step 2:** In the drop down menu select that you have “Already Completed” your tax return. Review the eligibility items listed; if you are able to select “No” to all the questions on this page you can continue to Step 3 on the reverse of this page.
  
  If you are not eligible to continue with the Data Retrieval tool you will need to request a copy of your Tax Return Transcript directly from the IRS. This can be done at [www.irs.gov/transcript](http://www.irs.gov/transcript) or by calling 800-908-9946.
• **Step 3:** Enter your 4-digit FSA PIN number and then click the “Link to IRS” button

When you click to Link to the IRS you will be directed to the following screen:

![Image](image.png)

**CLICK “OK” TO CONTINUE WITH THE DATA RETRIEVAL PROCESS**

• **Step 4:** Complete the information requested by the IRS and submit the request.

First fill in the requested information and click “Submit”

Second review the information and then click “Transfer Now” to complete the retrieval process

• **Step 5: IMPORTANT** - Continue to the Sign & Submit section and submit the corrections.

If you have questions or problems following the IRS Data Retrieval Process please contact Federal Student Aid Customer Service at 1-800-433-3243 for assistance.