

Instructions on using the IRS Data retrieval Tool through FAFSA

Or

Updating your Filing Status on FAFSA

- Go to www.fafsa.ed.gov
- Hit the green *Login* button
- Enter your (the student's) FSA ID by clicking the ○ on the left hand side of the page
- Click on the *Make FAFSA Corrections* link
- Create a save key and then hit next
- Click on the *Financial Information* tab towards the top of the screen
- If you need to update your filing status, change the *Will File* to *Already Completed*
- Answer the questions to see if you are eligible to use the IRS DRT (If you can answer no to all these questions a blue *Link to the IRS* will appear.)
- If eligible, click on the blue *Link to the IRS* button
 - Note: If you are *not* eligible, refer to the instruction on how to order a Tax Return Transcript directly from the IRS
- Click OK. Once transferred to the IRS website, enter the tax filer's filing status, street address, and ZIP code. Use the address currently on file with the IRS. Generally, the street address and ZIP code included on the latest tax return filed with IRS.
- Hit the grey *Submit* button. It will bring up your 2015 tax information
- **Check the box** indicating you want to transfer your tax information into the FAFSA
- **Click on the grey *Transfer Now* button**
- You will be brought back to the FAFSA website and will see confirmation that you have successfully transferred your 2015 IRS tax information.
- Click on the *Sign & Submit* tab at the top of the screen
- Read the terms of agreement, agree to the terms of agreement and click on the blue *Submit My FAFSA Now* button. **(If dependent, a parent must sign the FAFSA using the appropriate FSA ID as his/her electronic signature.)**

Note: When using the IRS Data Retrieval Tool you must use the address currently on file with the IRS. Generally, the street address and ZIP Code on the latest tax return filed with the IRS by the tax filer.