How to Transfer Your IRS Tax Information Directly into Your FAFSA

You may have received an email from Federal Student Aid recommending that you use the IRS Data Retrieval Tool to transfer tax information directly from the IRS into your FAFSA.

The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

- Go to [fafsa.ed.gov](http://fafsa.ed.gov) and select the “Login” button
- Log in using your FSA ID and Password
- Select the “Make a Correction” button
- Select the "Financial Information" tab from the top of the page.

Instructions for the parent to request the parent IRS information:

1. Go to "Parent Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click "Link to IRS" (a message will appear letting you know that you are leaving the FAFSA site to go to the IRS site to transfer your income tax information)
6. Provide requested information needed to transfer your income tax return
7. Review the information displayed and select the “Transfer My Information into the FAFSA” option and click “Transfer Now”
8. You are now back on the FAFSA site. Answer the questions asking how much did you (and your spouse) earn in 2015. Click “Next” when you have finished
9. Proceed to the Sign and Submit page

Instructions for the student to request the student IRS information:

10. Go to "Student Financial Information" page
11. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
12. If eligible, select which parent is providing information on the FAFSA
13. Enter the FSA ID for the parent providing the information
14. Click "Link to IRS" (a message will appear letting you know that you are leaving the FAFSA site to go to the IRS site to transfer your income tax information)
15. Provide requested information needed to transfer your income tax return
16. Review the information displayed and select the “Transfer My Information into the FAFSA” option and click “Transfer Now”
17. You are now back on the FAFSA site. Answer the questions asking how much did you (and your spouse) earn in 2015. Click “Next” when you have finished
18. Proceed to the Sign and Submit page