

IRS Retrieval Tool Instructions

Log onto the **FAFSA** website (www.fafsa.ed.gov) using your FSA User ID and password.

Select the appropriate FAFSA year towards the top of the page(2016-2017 is for July 2016 – June 2017 2017-2018 is for July 2017 – June 2018.)

Click on FAFSA corrections towards the bottom of the page.

Click on the **Financial Information** tab at the top of the page

Answer the question: For 20??, have you completed your IRS income tax return or another tax return?

-In the drop down box select **Already Filed**

Click “view option to link to the IRS” link.

Click the **Link to IRS** button when it appears.

Click OK button to leave FAFSA Website

Click OK to the IRS statement.

Make sure all of the information listed is identical to what you submitted on your 2015 Federal Income Tax Returns.

Click Submit.

Next the Student 2015 Federal Income Tax Information page will appear with information that can be used to better complete your FAFSA.

If your 2015 Student Income Tax Information doesn't show, then one of the two is possible:

-The information you typed in the student information didn't match the information provided on your Federal Income Taxes.

OR

-You have just recently filed your Federal Income Taxes, in which case it could take 7-10 days to be available for transfer to your FAFSA.

Check the box to **Transfer My Tax Information** into the FAFSA.

The next page that will be show is a message that you have successfully transferred your 2015 IRS tax information.

DO NOT make any changes to your FAFSA once you have transferred your 2015 IRS tax information via the retrieval tool.

Scroll down and click **Next**.

Review changes and then click **Next**.

Sign your FAFSA with your FAFSA PIN and click **Agree** to Terms of Agreement.

Click the **SUBMIT MY FAFSA NOW** button.

*******When the Financial Aid Office receives your updated FAFSA, information about the next step in the verification process will be sent to you.