IRS Retrieval Tool Instructions

Log onto the FAFSA website (www.fafsa.ed.gov)

Put in your student information

- First and Last name
- Social Security Number
- Date of Birth

If prompted, enter the password you created when you began your 2013-2014 FAFSA.

Select the appropriate FAFSA year towards the top of the page (2013-2014 is for July 2013 – June 2014 ..... 2012-2013 is for July 2012 – June 2013.)

Click on FAFSA corrections towards the bottom of the page.

Enter your PIN and a password.

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

Answer the question: For 2012, 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 2012 Federal Income Tax Returns.

Click Submit.
Next the Student 2012 Federal Income Tax Information page will appear with information that can be used to better complete your FAFSA.

If your 2012 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 2012 IRS tax information.

**DO NOT** make any changes to your FAFSA once you have transferred your 2012 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.***