How to Use the IRS Data Retrieval in www.fafsa.gov

1. Log into www.fafsa.gov and select Make Changes to 2014-2015 FAFSA
2. Select the “Student Income Information” and/or “Parent Income Information” section and answer “Already Completed”
3. You will be prompted to answer several questions, check “None of the above”
4. A blue box will appear “LINK TO IRS”- Click on it
5. It will ask your permission to redirect you- “Leaving FAFSA on the Web” - click ‘OK’
7. Enter the name and address exactly as it appears on your Federal Tax Return (yes, even apartment numbers), then click “Submit”
8. Check the box “Transfer My Tax Information into the FAFSA” and click “Transfer Now”
9. You will be redirected to www.fafsa.gov and the message should read “You have successfully transferred your 2013 IRS tax information”
10. Go to the bottom of the page and click “NEXT”- you may need to do this several times until you get to a “SUBMIT” your FAFSA option
11. CONGRATULATIONS! You will see a Confirmation Page stating that you have successfully submitted changes to your FAFSA