How to Use the IRS Data Retrieval on FAFSA

1. Log into www.fafsa.gov and select Make Changes to FAFSA

2. Select the "Student Income Information" and/or "Parent Income Information" section and answer "Already Completed"

3. You will be prompted to answer 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'

6. You will be directed to www.irs.gov- note "Get my Federal Income Tax Information"

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 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