

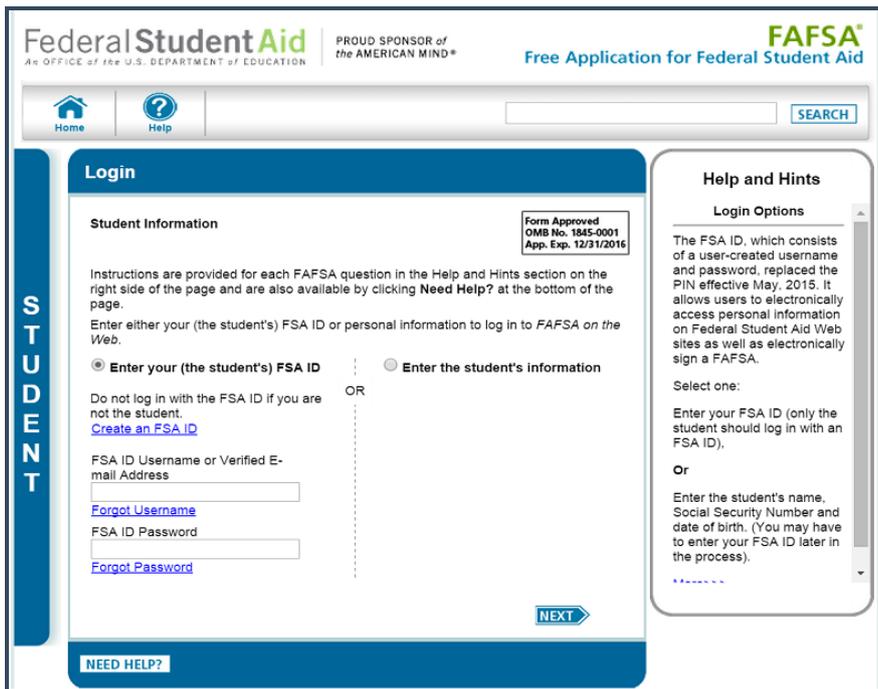
How do I use the Data Retrieval Tool?

Last Modified on 05/11/2022 9:02 am MDT

The IRS Data Retrieval Tool is a quick and easy way to import your tax information directly into your FAFSA application and can save some additional steps if you are selected for a process called verification.

Steps to use the IRS Data Retrieval Tool in the FAFSA

1. Log into <https://studentaid.gov/h/apply-for-aid/fafsa> and click **Login**
2. Enter your FSA Username and Password > click **Next**



The screenshot shows the FAFSA login interface. At the top, it features the 'Federal Student Aid' logo, the text 'An OFFICE of the U.S. DEPARTMENT of EDUCATION', 'PROUD SPONSOR of the AMERICAN MIND®', and the 'FAFSA Free Application for Federal Student Aid' logo. Below the header is a navigation bar with 'Home' and 'Help' icons, a search bar, and a 'SEARCH' button. The main content area is titled 'Login' and includes a 'Student Information' section with instructions and a 'Form Approved' stamp. It offers two login options: 'Enter your (the student's) FSA ID' (selected) and 'Enter the student's information'. There are input fields for 'FSA ID Username or Verified E-mail Address' and 'FSA ID Password', each with a 'Forgot' link. A 'NEXT' button is at the bottom right. A 'NEED HELP?' button is at the bottom left. On the right side, there is a 'Help and Hints' section with 'Login Options' explaining the FSA ID and providing instructions for logging in.

3. Click **Make FAFSA Corrections** (only if you've previously submitted your FAFSA. Otherwise, complete a new FAFSA)

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Home | Help | Welcome, Logout | SEARCH

My FAFSA

Welcome, new user!

2016-2017 | 2015-2016

Current Application Status: Processed Successfully

Congratulations, your FAFSA was successfully processed.

Original Application
Submitted: 01/15/2016
Processed: 01/01/2015

What Happens Next

- Your FAFSA information was made available to the school(s) you listed on your FAFSA.
- Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school(s).

You can also:

- [View or Print your Student Aid Report \(SAR\)](#)
- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA.

FSA ID Last Time, Date FSA ID Used:

FSA ID Status:
[Create an FSA ID](#)
There is no FSA ID on file for the information you entered.

Download Create a shareable file with some of your student information. [Learn More](#)

NEED HELP?

4. Create a **Save Key** and click **Next**

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Help | SEARCH

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

Introduction Page - 2016-2017 FAFSA

Use the **Next** and **Previous** buttons to move from page to page in the form. If you use your browser's back and forward buttons to move from page to page, you may lose your data.

Additional information about FAFSA on the Web:

- [How can I get help completing my FAFSA?](#)
- [How many steps does it take to complete?](#)
- [How long will it take to complete?](#)
- [Can I save my FAFSA if I can't finish it?](#)
- [Documents needed to complete the FAFSA](#)
- [Signing the FAFSA](#)
- [FAFSA on the Web Security and Privacy](#)

NEXT

EXIT

5. Click on the **Financial Information** tab and select **Already Completed** for the tax return filing status and answer the eligibility questions

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Help | SEARCH

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | Sign & Submit | Confirmation

Student Tax Information

Application was successfully saved.

For 2015, have you completed your IRS income tax return or another tax return?

For 2015, what is your tax filing status according to your tax return?

To determine if you can use the IRS Data Retrieval Tool to transfer your tax return information from the IRS into your FAFSA, answer the following question(s):

Did you file a Form 1040X amended tax return?
 Yes No

Did you file a Puerto Rican or foreign tax return?
 Yes No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?
 Yes No

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA. [How you filed your taxes](#) can affect whether your tax return information is available to transfer.

Enter your FSA ID and click **Link To IRS**.

What is your (the student's) FSA ID?

FSA ID Username or Verified E-mail Address [Forgot Username](#) [Forgot Password](#)

FSA ID Password [LINK TO IRS](#)

< PREVIOUS | NEXT >

NEED HELP? | SAVE | CLEAR ALL DATA | VIEW FAFSA SUMMARY | EXIT

Help and Hints

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?

If you filed your taxes electronically within the last three weeks, or by mail within the last eleven weeks, select **Yes**; otherwise, select **No**.

If you filed your taxes within either of those timeframes, then your tax return information might not be available from the IRS. You can attempt to use the [IRS Data Retrieval Tool](#); however, if you are not able to transfer your tax return information into your FAFSA at this time, you can try again in a week or two or you can manually enter your tax return information.

6. If you are eligible to use the IRS Data Retrieval Tool, you will be able to click on the **Link to IRS** button. If not eligible, you will need to [order a copy of your tax return transcripts](#).
7. Click **OK** to leave the FAFSA website and enter the IRS Data Retrieval Tool site
8. Enter the requested information and click **Submit**. Remember to enter your address exactly as it was entered on your tax return forms.

Return to FAFSA | Log Out | Help

Español

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2015 Federal Income Tax Return. ? Required fields *

First Name *	Dependent <input type="text"/>
Last Name *	Data <input type="text"/>
Social Security Number *	*** - ** - 2581
Date of Birth *	01 / 01 / 1994
Filing Status ?	Single <input type="text"/>
Address - Must match your 2015 Federal Income Tax Return. ?	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) ?	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	United States <input type="text"/>
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	Select One <input type="text"/>
ZIP Code *	<input type="text"/>

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

10. Review the information retrieved by the IRS Tool. Check the box to **Transfer My Tax Information in the FAFSA** and click **Transfer Now**. All of your IRS data will be transferred into your FAFSA and you will be returned to the FAFSA website.


Return to FAFSA | Log Out | Help

[Español](#)

Student 2015 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

	My Tax Information	FAFSA Question Numbers ?
Tax Year	2015	
Name(s)	Dependent Data	
Social Security Number	*** - ** - 2581	
Filing Status	Single	Question 34 on the FAFSA
Type of Tax Return Filed	1040EZ	Question 33 on the FAFSA
Adjusted Gross Income	\$9,750	Question 36 on the FAFSA
Income Earned From Work ?	\$20,125	Question 39 on the FAFSA
Income Tax	\$7,025	Question 37 on the FAFSA
IRS Exemptions	5	Question 38 on the FAFSA

Print this page for your records before choosing an option below.

Transfer My Tax Information into the FAFSA ?

The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information. Transfer Now ?

Do Not Transfer My Tax Information and Return to the FAFSA ?

By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA. Do Not Transfer ?

[IRS Privacy Policy](#)

11. Do not change any information that has **Transferred from the IRS** next to it or the school may be required to obtain additional information from you. Answer all the remaining questions and click **Next**.



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Free Application for Federal Student Aid

Help ?

SEARCH

Student Demographics
School Selection
Dependency Status
Parent Demographics
Financial Information
Sign & Submit
Confirmation

STUDENT

Student Financial Information

You have successfully transferred your 2015 IRS tax information.

Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS."

What income tax return did you file for 2015? Transferred from the IRS

IRS 1040A or 1040EZ ▼

What was your adjusted gross income for 2015? This amount is found on IRS Form 1040A-line 21 or 1040EZ-line 4.

\$ 9,750.00 Transferred from the IRS

Your income earned from working (wages, salaries, tips, etc.) in 2015 was **transferred from the IRS**. This amount is found on IRS Form 1040A-line 7 or 1040EZ-line 1.

\$ 20,125.00

PREVIOUS
NEXT

Help and Hints

Student's Type of 2015 Tax Form Used Question 33

If you use the IRS Data Retrieval Tool and transfer your information from the IRS into your FAFSA, the answer to this question will be pre-filled and identified as "Transferred from the IRS."

If the answer to this question is not pre-filled, you must select the income tax return that you filed or will file for 2015:

- IRS 1040
- IRS 1040A or 1040EZ
- A foreign tax return
- A tax return for a U.S. territory or a Freely Associated State (including Puerto Rico).

NEED HELP?
SAVE
CLEAR ALL DATA
VIEW FAFSA SUMMARY
EXIT

12. Continue to the **Sign & Submit** tab. Follow all of the instructions carefully and submit your corrected FAFSA.

Sign With an FSA ID		Help and Hints	
<p>Parent Signature - Sign With an FSA ID</p> <p>Mother's/Stepmother's Social Security Number <input type="text" value="XXX-XX-0248"/></p> <p>Mother's/Stepmother's last name <input type="text" value="northern"/></p> <p>Mother's/Stepmother's date of birth <input type="text" value="08/17/1986"/></p> <p>READ BEFORE PROCEEDING</p> <p>By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:</p> <ol style="list-style-type: none">1. to provide information that will verify the accuracy of your completed form2. to provide U.S. or state income tax forms that you filed or are required to file. <p>You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.</p> <p>I, the parent, agree to the terms outlined above.</p> <p><input type="radio"/> Agree <input checked="" type="radio"/> Disagree</p> <p>What is your (the Mother's/Stepmother's) FSA ID?</p> <p>FSA ID Username or Verified E-mail Address <input type="text"/></p> <p>Create an FSA ID</p> <p>FSA ID Password <input type="password"/></p> <p>Forgot Username</p> <p>Forgot Password</p> <p><input type="button" value="SIGN"/></p>		<p>Terms of Agreement - Parent</p> <p>In order to submit your FAFSA, your parent must review the Terms of Agreement and select Agree.</p> <p>More>>></p>	
<p>Student Signature - Sign With an FSA ID</p> <p>READ BEFORE PROCEEDING</p> <p>By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential, YOU, THE STUDENT, certify that you:</p> <ol style="list-style-type: none">1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,2. are not in default on a federal student loan or have made satisfactory arrangements to repay it,3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,4. will notify your school if you default on a federal student loan, and5. will not receive a Federal Pell Grant from more than one school for the same year. <p>I, the student, agree to the terms outlined above.</p> <p><input type="radio"/> Agree <input checked="" type="radio"/> Disagree</p> <p>What is your (the student's) FSA ID?</p> <p>FSA ID Username or Verified E-mail Address <input type="text"/></p> <p>Create an FSA ID</p> <p>FSA ID Password <input type="password"/></p> <p><input type="button" value="SIGN"/></p>			
<p><input type="button" value="PREVIOUS"/> <input type="button" value="SUBMIT MY FAFSA NOW"/></p>			