UPDATING FAFSA BY USING THE IRS DATA RETRIEVAL TOOL

You will need:

- FSA ID for student and parent (if applicable).
- 2015 Federal Tax returns for student and parent (if applicable).
    - If you filed your taxes <u>electronically</u> –wait at least 2 weeks after filing to use the IRS DRT
    - If you filed your taxes <u>by mail</u> –wait at least 4-6 weeks after filing to use the IRS DRT.
- Internet access.

IRS DATA RETRIEVAL TOOL PROCESS

- Go to www.fafsa.ed.gov
- Click "**Start Here**"
- At the Student Info Screen, Complete the Name, SS#, and DOB fields.
- Click on the "**Make FAFSA Corrections**" link.
- Pass through the Introduction Page 2016-17 Correction page by clicking **Next**.
- Click on the "**Financial Information**" tab at the top of the page.
- Update the field for the question, "For 2015, have you completed your IRS income tax return or another tax return?"
- Review the next box, if none apply check the box, "**None of the above**".
- Clicking on the blue "**Link to IRS**" box.
- You will be leaving the FAFSA page, click **OK**.
- At the IRS warning box, click **OK**.
- At the screen titled, "Get My Federal Income Tax Information", review the name, SS#, and DOB.
- Enter the address and filing status <u>exactly as it appears</u> on the 2015 Federal Tax return.
- Click the **Submit** box.
    - If you get a screen titled, "What Went Wrong" you may have entered your information incorrectly or the IRS may not have processed your tax return yet.
    - Either return to the FAFSA and go through the process again to re-enter your information, or close the window and exit.
- Check the box to "**Transmit Data to the FAFSA**". Also, Click the **TRANSMIT** button. (this is 2 steps)
- To retrieve parent's tax information, you will click on the "Parent Financial Information" tab and follow the above steps. You will need to enter the FSA ID number of the parent who is signing the FAFSA before linking to the IRS.
- Once all tax information is successfully uploaded, continue to the "**Sign and Submit**" tab and print, "List of Changes" and then click, **Next**.
- Sign and submit your FAFSA and **print your Confirmation Page**.