How to complete the IRS DATA RETRIEVAL TOOL

The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

- Go to [fasa.ed.gov](https://fasa.ed.gov) and select the “Login” button
- Log in using your (student) FSA ID
  1. If you have not created an FSA ID, do so at fsaid.ed.gov.
- Select the “Continue” or “Make a Correction” button
- Select the "Financial Information" tab from the top of the page.

**Instructions for the PARENT to request the parent IRS information:**

1. Go to "Parent Tax Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool, see graphic:

3. Enter the FSA ID for the parent providing the information
4. Click "Link to IRS"
5. Review the information displayed and enter the address EXACTLY as it appears on the parent 2016 Tax Return and select the “Submit”

6. If accepted, click “Transfer my Tax Information into the FAFSA”:

7. This will take you out of the IRS.GOV website and back to your FAFSA application. The information transmitted from the IRS will be masked on FAFSA and will appear to you as “xxxxx”
8. Proceed to the Sign and Submit page:

Instructions for the **STUDENT** to request the student IRS information:

1. Go to "Student Tax Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool – see the graphic below.
3. If eligible, click "Link to IRS"
4. Review the information displayed and enter the address EXACTLY as it appears on the student 2016 Tax Return and select the “Submit”
5. If accepted, click “Transfer my Tax Information into the FAFSA”:

6. This will take you out of the IRS.GOV website and back to your FAFSA application. The information transmitted from the IRS will be masked on FAFSA and will appear to you as “xxxxx”
7. Proceed to the Sign and Submit page: