

# Using the IRS Data Retrieval Tool

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The IRS Data Retrieval Tool allows students and parents to electronically transfer their tax information to their FAFSA directly from the IRS. Once you have completed your taxes, wait the appropriate length of time (1-2 weeks if filed electronically and 6-8 weeks if by mail) and follow the below steps:

- Log back into [www.fafsa.gov](http://www.fafsa.gov)
- Click on Make FAFSA Corrections.
- Enter PIN and create a password.
- Click on Financial Information tab.
- Change from “Will File” to “Already Completed”.
- If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
- On the IRS web site, enter the requested information and click submit.
- Click the box under the “Transfer My Tax Information into the FAFSA” and then click Transfer Now.
- You should then receive a message “You have successfully transferred your 2015 tax information”.
- Do not change your income data once you successfully transfer it to your FAFSA.
- Repeat this process under Student Financial Information if the student filed a tax return for 2015.
- Continue to the Sign and Submit section and complete all required fields. Click “Submit FAFSA Now” and you will receive a confirmation number. You have now successfully submitted the FAFSA correction.

Check out our video tutorial [here!](#)