How to Transfer Your 2015 IRS Tax Information Directly into Your FAFSA

You may have received an email from Federal Student Aid recommending that you use the IRS Data Retrieval Tool to transfer tax information directly from the IRS into your FAFSA.

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 fafsa.ed.gov and select the “Returning User” Login button
- Log in using the student’s: name or FSA ID
- Select the “Make FAFSA Corrections to a processed FAFSA” 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 Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click "Link to IRS". You will be leaving FAFSA on the Web. Click “OK”
6. Enter the appropriate information from the 2015 Federal Income Tax Return
7. Review the information displayed and select the “Transfer My Information into the FAFSA” option. Select “Transfer Now”

Instructions for the student to request the student IRS information:

1. Go to "Student Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, click "Link to IRS". You will be leaving FAFSA on the Web. Click “OK”
4. Review the information displayed and select the “Transfer My Information into the FAFSA” option. Select “Transfer Now”
5. Proceed to the Sign and Submit page. Once signed, you will see the 2016-17 Confirmation Page. Click “Exit”
Requesting a 2015 Tax Transcript

1. Go to www.irs.gov and under Tools, click on “Get Tax Transcript”

2. Then click on “Get Transcript by Mail.”
3. Follow all of the steps to get Transcript.

4. Once you have entered your personal information and successfully answered the security questions, Select the reason you need a transcript:
5. The confirmation screen will appear once you have successfully requested your transcript.