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](http://fafsa.ed.gov) and select the “Returning User” button
- Log in using the student’s: name, PIN, Social Security number, and date of birth
- Select the “Make FAFSA Corrections” 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 PIN for the parent providing the information
5. Click "Link to IRS"
6. Review the information displayed and select the “Transfer My Information into the FAFSA” option

**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"
4. Review the information displayed and select the “Transfer My Information into the FAFSA” option
5. Proceed to the Sign and Submit page
Requesting a 2014 Tax Transcript

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

2. Then click on “Get Transcript by Mail.”
3. Click on “OK” to agree to “….authorized use only.”

4. Follow all of the steps to get Transcript.
5. Once you have entered your personal information and successfully answered the security questions, Select the reason you need a transcript: