Using the IRS Data Retrieval Tool:

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), click the “Start Here” button, login, and start a correction. Once in the FAFSA, navigate to the “Financial Information” section.

The page will look something like this for the parent to use the IRS Data Retrieval Tool.

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1. Enter your PIN and click Link To IRS.
2. Your FAFSA will be saved and you will be transferred to the IRS Web site.
3. On the IRS Web site, enter the requested information.
4. Once the IRS has validated your identification, your IRS tax information will display. You can either transfer your information from the IRS, or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return from the IRS Web site, you will have to login to open your saved FAFSA.
5. If you transfer your IRS tax information, questions that are populated with tax information will be marked with “Transferred from the IRS.”
Note that the PIN required is the Federal PIN used to sign your FAFSA. After entering the appropriate PIN(s) and clicking the “Link to IRS” button, you will temporarily leave the FAFSA on the Web site and go to an IRS website. Authentication information that matches your 2011 income tax return will be required to retrieve the tax data from the IRS. The page will look something like this:

![Image of IRS.gov page]

Please enter all of the information and hit the “Submit” button. Follow all of the other instructions to transfer the IRS data into the FAFSA. Do not change any of the data that comes from the IRS once you have transferred your data into the FAFSA.
The page will look something like this for the student to use the IRS Data Retrieval Tool.

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**How the student IRS Data Retrieval Tool works**

1. Enter your PIN* and click **Link To IRS**
   - *You will not be asked to enter your PIN if you entered a PIN to begin your FAFSA.
2. Your FAFSA will be saved and you will be transferred to the IRS Web site.
3. On the IRS Web site, enter the requested information.
4. Once the IRS has validated your identification, your IRS tax information will display. You can either transfer your information from the IRS, or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return from the IRS Web site, you will have to login to open your saved FAFSA.
5. If you transfer your IRS tax information, questions that are populated with tax information will be marked with “Transferred from the IRS.”