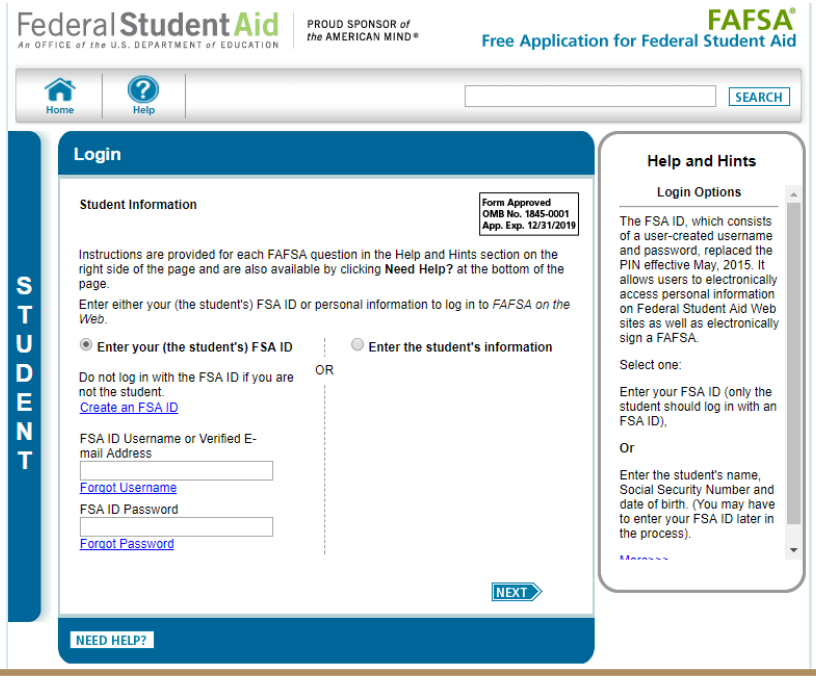
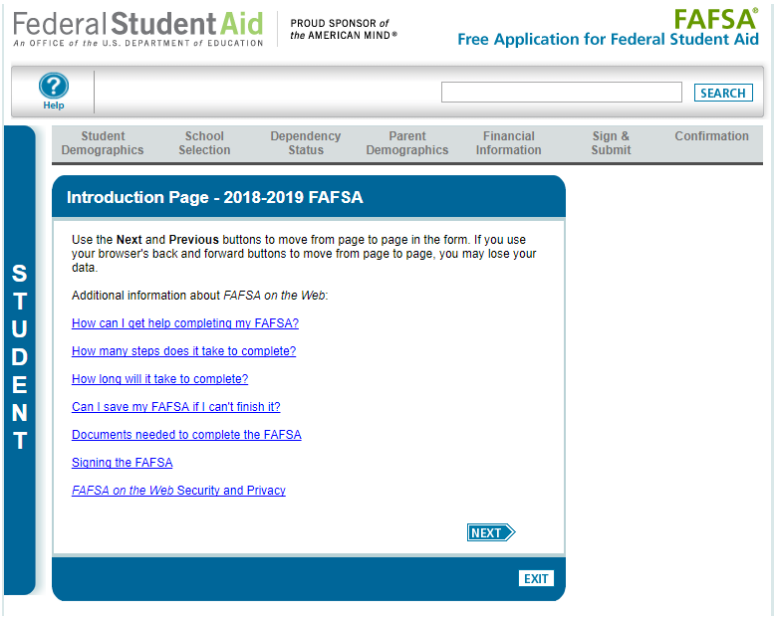
FAFSA IRS Data Retrieval Tool Instructions

Easily transfer tax information using the IRS Data Retrieval Tool on the FAFSA. This saves time, confusion, and mistakes. When the IRS Data Retrieval tool is used, it stays with the FAFSA; schools will not require paper copies to be submitted.

1. Go to https://www.fafsa.ed.gov

2. Login using the FSA ID

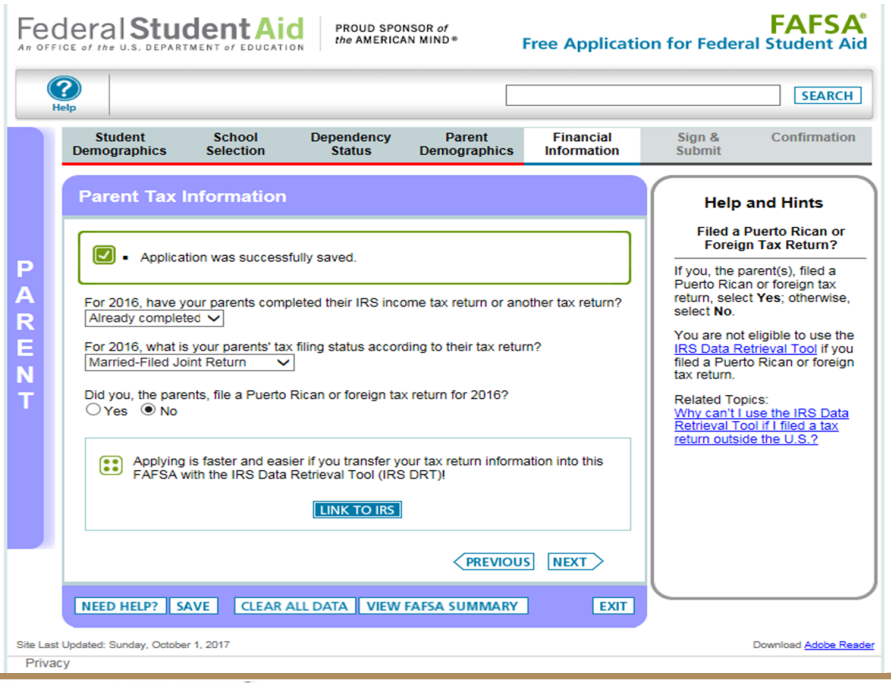


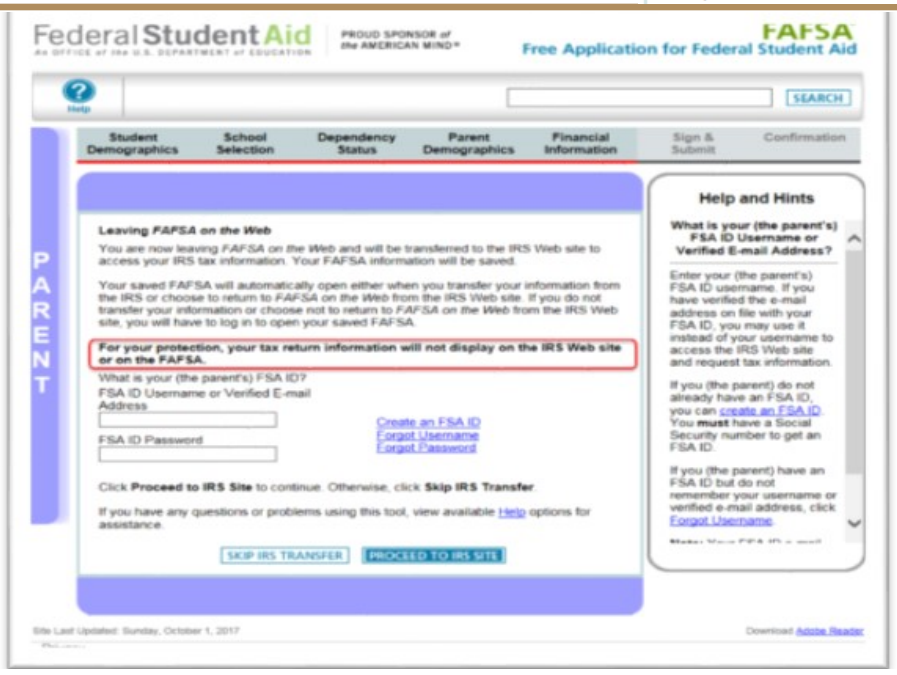


3. Select next to continue with the FAFSA by entering data in the required fields.

4. Select that you have already completed your tax return for 2016.

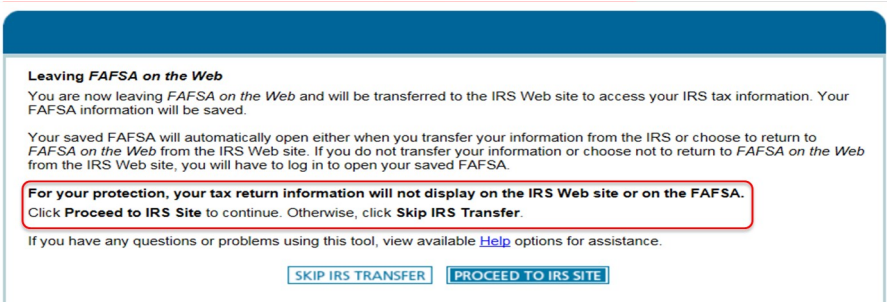
5. You will be prompted to LINK TO IRS

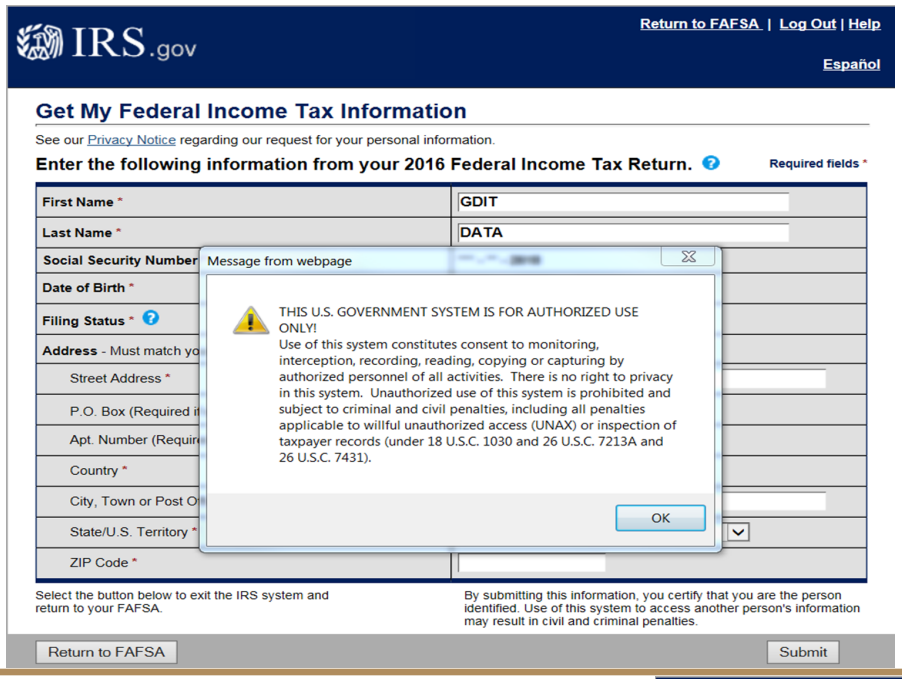




6. The parent should then enter their FSA ID and click on the link that says 'Proceed to the IRS site'

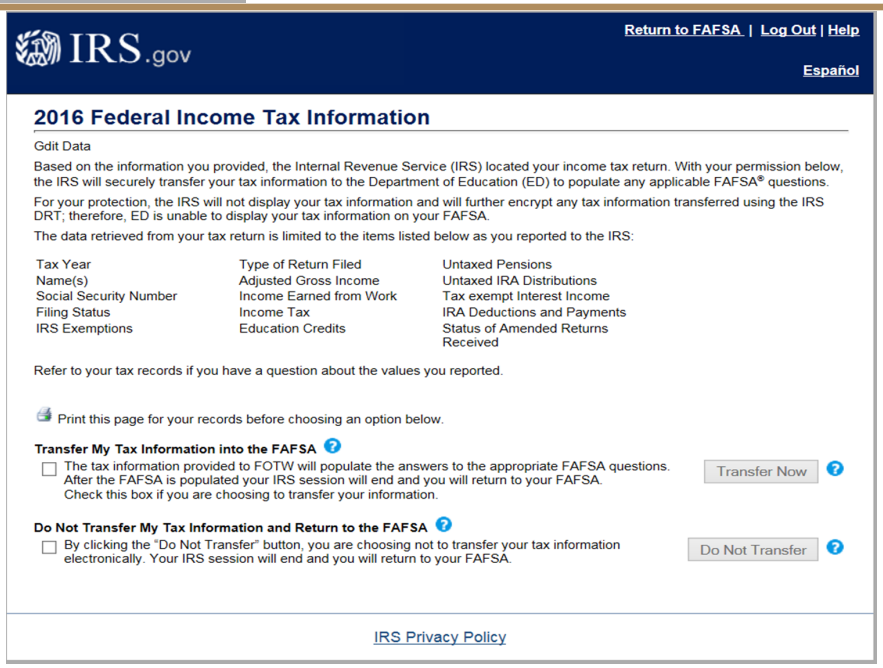
7. You will be notified that you are leaving the FAFSA website. You will be taken to an IRS page where you will enter your information.

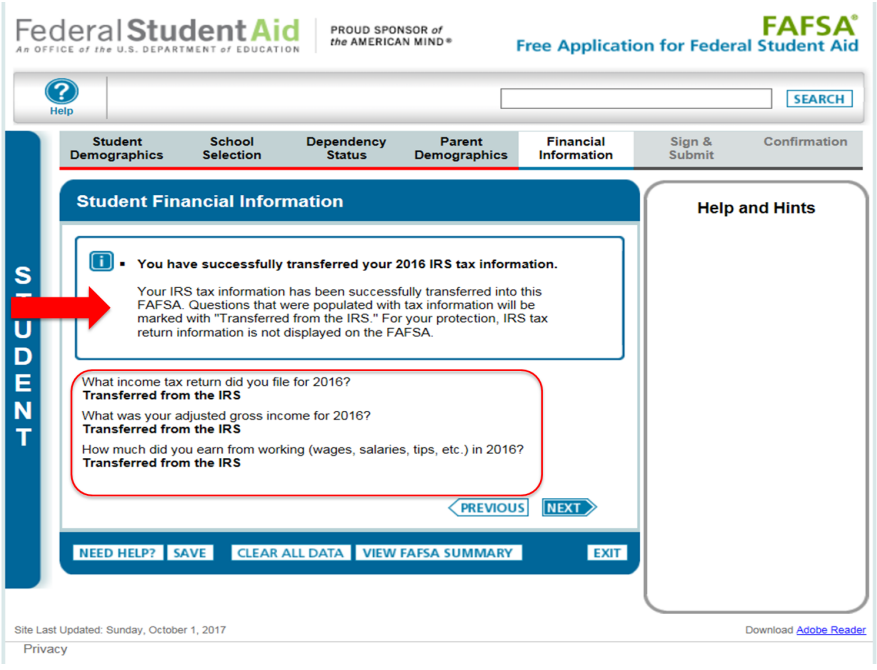




8. Enter the information EXACTLY as it appeared on your tax return. DO NOT use punctuation. E.g. If your tax returns say your address is '1889 Perimeter Drive' but you enter '1889 Perimeter Dr.' you will receive an error message.

9. Make sure to transfer the information by clicking the 'Transfer Now' link.





10. After the tax information is transferred from the IRS, continue with the FAFSA to completion with both student & parent signatures (using the FSA ID).