

## Using the IRS Data Retrieval Tool

The 2018-2019 IRS Data Retrieval Tool allows most users (students and parents) to securely transfer specific federal tax return information to the FAFSA. Users will see, “**Transferred from the IRS**” to confirm the data is included on the FAFSA.

Log into your FAFSA using student’s FSA ID and password: [www.fafsa.gov](http://www.fafsa.gov)

Click on Financial Information and answer the questions to Link to the IRS

Fill in required fields and click submit

Select the Transfer My Tax Information into the FAFSA option to transfer information to your FAFSA. Complete for both student and parent. **Sign and submit your FAFSA for processing.**

The screenshot shows the Federal Student Aid login page. It features a 'Login' section with fields for 'Enter your (the student's) FSA ID' and 'Enter the student's information'. There are also links for 'Forgot Username' and 'Forgot Password'. The page is titled 'Federal Student Aid' and includes the text 'PROUD SPONSOR OF THE AMERICAN MIND®' and 'Free Application'.

The screenshot shows a confirmation page from the IRS Data Retrieval Tool. It contains a message: 'Attention! You must provide financial information from your 2016 tax return on the following pages.' Below this, it says 'Application was successfully saved.' There are two questions: 'For 2016, have you completed your IRS income tax return or another tax return?' (with a dropdown menu set to 'Already completed') and 'For 2016, what is your tax filing status according to your tax return?'. A 'Link to IRS' button is visible at the bottom.

The screenshot shows the 'Get My Federal Income Tax Information' form from the IRS.gov website. It asks for 'Enter the following information from your 2015 Federal Income Tax Return.' The form includes fields for: First Name, Last Name, Social Security Number, Date of Birth, Filing Status, Address, Street Address, P.O. Box, Apt. Number, Country, City/Town or Post Office, State (with a dropdown menu), and ZIP Code. There are 'Return to FAFSA' and 'Submit' buttons at the bottom.

The screenshot shows the FAFSA options for transferring tax information. It has two main sections: 'Transfer My Tax Information into the FAFSA' and 'Do Not Transfer My Tax Information and Return to the FAFSA'. Each section has a checkbox and a 'Transfer Now' or 'Do Not Transfer' button. The 'Transfer Now' button is highlighted in blue.