UPDATING FAFSA BY USING THE IRS DATA RETRIEVAL TOOL

You will need:

- Federal PIN number(s) for student and parent (if applicable).
- Your password (hint: you created this when you originally filed your FAFSA).
- 2011 Federal Tax returns for student and parent (if applicable).
- Internet access.

*If you filed your taxes electronically – You will need to wait at least 2 weeks before you can use the IRS DRT

*If you filed your taxes by mail – You will need to wait at least 4-6 weeks before you can use the IRS DRT.

- Begin by logging on to www.fafsa.ed.gov.
- Click the box "Start Here"
- At the Student Info Screen, Complete the Name, SS#, and DOB fields.
- At the My FAFSA 2012-2013 Screen, click on the Make FAFSA Corrections link.
- Pass through the Introduction Page 2012-2013 Correction page by clicking Next.
- Using the tabs at the top page, click on the Financial Information to use the IRS DRT to transfer the student's tax information.
- Update the field for the question, "For 2011, have you completed your IRS income tax return or another tax return?".
- Review the next box, if none apply check the box, "None of the above", you can then proceed to using the IRS DRT by clicking on the blue "Link to IRS" box.
- At the Leaving FAFSA on the web screen, click OK.
- At the IRS warning box, click OK and then find the screen titled, "Get My Federal Income Tax Information". Review the name, SS#, and DOB. Enter the address and filing status exactly as it appears on the 2011 Federal Tax return and click the Submit box.

*If you get a screen titled, "What Went Wrong" you may not have entered your information correctly or the IRS may not have processed your tax return yet. You may either return to the FAFSA and go through the process again to re-enter your information, or you may close the window and exit.

*If the authentication process works, you can check the box to "Transmit Data to the FAFSA".

- To retrieve parent's tax information, you will click on the "Parent Financial Information" tab and follow the above steps. You will need to enter the Federal PIN number of the parent who is signing the FAFSA before linking to the IRS.
- Once all tax information is successfully uploaded, continue to the "Sign and Submit" tab and print, "List of Changes" and then click, Next.
- Sign and submit your FAFSA and print your Confirmation Page.