Directions for using the IRS Data Retrieval Tool

If your 2015 federal tax return was filed 2-3 weeks ago electronically, or 8-11 weeks with a paper tax return, you may be able to use the IRS Data Retrieval Tool. You can use Data Retrieval for both a student and a parent.

Go to www.fafsa.ed.gov. Login using your FSA ID and indicate that you want to make a correction to your FAFSA. Navigate to the “Income” section. If you have checked that your tax return is already completed, the FAFSA will prompt you about using the IRS Data Retrieval Tool.

You will not be able to use the Data Retrieval Tool if:
• your tax filing status is Married Filing Separately
• you filed an amended return
• you filed a Puerto Rican or foreign tax return
• you filed your taxes recently (in the past 3 weeks if you filed electronically, or 8 weeks if by paper)

FAFSA will link you to the IRS web site. You will need the Social Security number of the FIRST person listed on the tax return. Follow the directions. After the tax information is transferred back to your FAFSA, remember to hit submit so that we will receive your new FAFSA.

Directions for requesting your IRS Tax Transcript

If your 2015 federal tax return was filed 2-3 weeks ago electronically, or 8-11 weeks with a paper tax return, you can request a tax return transcript from the IRS. It is easiest to request a tax transcript by going online to www.irs.gov. Under Tools, click on Get Transcript of Your Tax Records. You can have a transcript mailed to you by clicking on the “Get Transcript by Mail” button, or by calling 1-800-908-9946.

Please be sure to request a TAX RETURN TRANSCRIPT, not an Account Transcript.