Using the IRS Data Retrieval Tool within the FAFSA

Once you enter your tax filing status into the FAFSA, you may be presented with the option to “Link to IRS.” If you are eligible, the button below will appear. It is not a requirement that you use this tool, but this is the best way to make sure that your financial aid office receives the most accurate income information from the tax filing year the FAFSA requests.

1. Click link to IRS, then “OK.”

2. Select proceed to IRS site

3. Next, select okay.
4. Enter your filing information. It is very important to enter your address as it appeared on the tax return you filed. Then press submit.

5. If the IRS is able to match your information you will see the screen, below. Select the box for, “Transfer My Tax Information into the FAFSA Form” then, “Transfer Now.”

Finally, complete the remaining steps in the FAFSA. Then, sign and submit the application. The Financial Aid Office will receive the FAFSA results in approximately 3-4 days after submission.

***If you need to make corrections after your initial submission, please contact the Financial Aid Office first.***