Steps to Correct Your FAFSA to Populate the IRS Data Retrieval Tool

♦ Go to www.Fafsa.ed.gov Select “START”.
♦ Enter your information. You will need a valid PIN to correct your application. You can get a duplicate pin www.pin.ed.gov
• Make sure the “2014-2015” tab is highlighted. Then select “MAKE FAFSA CORRECTIONS”

• Select the “Financial Information” tab.

• Review and update your answer. In order to be eligible to use the IRS Data Retrieval Tool you must be able to answer “None of the above”. Otherwise, stop and contact the Financial Aid Office for further instructions.

• After selecting “None of the above”, the following message will be displayed. Select “LINK TO IRS”.

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA.

LINK TO IRS
• Enter all required data (*). IMPORTANT: Your data must be entered as it appears in your Income Tax Return. If the IRS cannot match your information with their files, you will get an error message and you will not be able to use the Data Retrieval Tool. In this case, you must request a Tax Return Transcript to the IRS.

• After successfully matching your information, the following page will be displayed. Check “Transfer My Tax Information into the FAFSA” and click on “Transfer Now”.

Student 2011 Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>My Tax Information</th>
<th>FAFSA Question Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>John Smith</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td>SSN-2234</td>
<td></td>
</tr>
<tr>
<td>Filing Status</td>
<td>Single</td>
<td></td>
</tr>
</tbody>
</table>

Type Of Tax Return Filed | 1040A |
Adjusted Gross Income | $23,409 |
Income Earned From Work | $23,409 |
Income Tax | $821 |
IRS Exemptions | 1 |
Educator Credits | $1,500 |
IRA Deductions and Payments | $0 |
Tax Exempt Interest Income | $0 |
Unused IRA Distributions | $0 |
Unused Pensions | $0 |

Print this page for your records before choosing an option below.

Transfer My Tax Information into the FAFSA

Do Not Transfer My Tax Information and Return to the FAFSA

By clicking the “Do Not Transfer” button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA.
- Your FAFSA will automatically open and the following message will be displayed. **DO NOT CHANGE INFORMATION TRANSFERRED FROM THE IRS WEBSITE.**

- Select “**NEXT**” to continue. Sign your application with your PIN and select “**SUBMIT MY FAFSA**.”