

## IRS Data Retrieval Instructions

*Go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, verify that the filing status indicates "Already completed". Answer questions on screen. Then click "Link to IRS" to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. Make sure to continue to click through each page. Sign with the student's and/or parent's pin number(s). Once you receive a confirmation page the process is complete and you can exit the web site.*