

Steps to Utilize IRS Data Retrieval Tool

1. Go to www.fafsa.gov. Click “Start Here”.
2. Enter FSA ID and Password. If you do not have an FSA ID or Password, click on “Create FSA ID.”
3. Click “Make FAFSA Corrections”
4. Click “Financial Information” at the top of the page. Select “Already Completed”. Answer each of the questions regarding your tax filing status.
5. Click on “Link to IRS”
6. You will be directed to IRS website. Enter your information exactly as it appears on your or your parent’s taxes. Click “Submit”.
7. Click “Transfer My Tax information into the FAFSA”. Click “Transfer Now”.
8. Enter your wages from your W2(s) and your parents’ W2(s).
9. Review information. Click “Sign and Confirm” tab, then you and or your parents enter Pin and Click “Submit”.
10. Print Confirmation Page.

If you are unable to use the IRS Data Retrieval Tool, you may go online to request an IRS tax transcript.

1. Go to www.irs.gov. Under Tools, Click “Get a Transcript”
2. Click “Get Transcript by Mail”.

The screenshot shows the IRS 'Get Transcript' form. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript' with a link for 'En Español | Privacy Notice'. Below the heading, it states 'All fields are required'. The form contains the following fields:

- Social Security Number (SSN) or Individual Tax ID Number (ITIN):** A field with a question mark icon and a format of [] - [] - []
- Date of Birth:** Fields for Day, Month, and Year.
- Street Address:** A single-line text input field.
- ZIP or Postal Code:** A single-line text input field.

A 'Continue' button is located at the bottom of the form. At the very bottom of the page, there is a link for 'IRS Privacy Policy'.

3. Enter Social Security #, Date of Birth, **Street Address as it appears on 2018 Tax Return**, Zip Code.

You may contact the IRS at 1-800-908-9946 to request an IRS tax return transcript.