**IRS Data Retrieval Process**

**\*The following steps provide directions on how to link your tax information from the IRS to your FAFSA. If this process is done successfully, you do not have to provide a copy of the Tax Return Transcript from the IRS for verification purposes.**

* Log into your FAFSA by going to fafsa.gov and entering your **FSA ID and password.**
* Complete all sections of your FAFSA. When you get to the **“Financial Information”** Tab Answer the questions. **\*Note: You will only be able to use this tool successfully if you have already completed your taxes and they have been processed by the IRS.**
* If you are able to answer the required questions successfully (already filed, already been processed, etc.) It will give you the option to click a Blue Box “Link to IRS”
* After clicking “Link to IRS” it will provide a message that says “Leaving the FASFSA on the Web”-Click “OK” (It will bring you back to your FASFSA after you have linked your tax information)
* Enter your Address and click “Submit”
* Check your information to make sure it is correct. If it is correct check the box “Transfer My Tax Information into the FAFSA.” And Click “Transfer Now”
  + If your information does not look correct please contact the IRS at 1-800-829-1040. If you have not completed your taxes or they are unavailable please use estimates. (This may cause you to be selected for verification and require that you provide additional information)
* After you Click “Transfer Now,” It should take you back to the FAFSA website. Enter your wages. (If there are 2 individuals, it will automatically populate the second person’s income when you continue after entering the first person’s income.)
* Information that was transferred from the IRS will state next to it-“Transferred from the IRS”-DO NOT CHANGE THIS INFORMATION
* Complete the other steps if not already complete
* Make sure you (and your parent if applicable) sign the FAFSA using your FSA ID and Click “Submit”
* FAFSA will send you a confirmation email stating that your FAFSA was received. It will be sent to the school within 3-5 business days.