Using the DATA RETRIEVAL TOOL on the FAFSA Form

To use this tool you must have already submitted your taxes to the IRS and they need to have already processed them. (The processing time is about 2 weeks for electronic filing and 6 for mail in filing.)

When filling out the FAFSA Initially:

Fill out the FAFSA as normal

Once you get to the Financial Information section it will ask for parent tax information first.

1. It will ask, “For 2013, have your parents completed their IRS income tax return, or another tax return?” Select – ALREADY COMPLETED
2. There will then be a box asking you to check all that apply, or none of the above.
3. After checking the boxes that apply, a second box will appear stating, “Based on your response, we recommend that you, the parents, transfer your information from the IRS into the FAFSA.”
4. In that box, select which parent you are and then enter in the PIN designated to you or created with FAFSA. (If you do not remember your PIN you can request a duplicate at www.pin.ed.gov )
5. It will then prompt you and take you away from the FAFSA form onto the IRS website.
6. There will be a page with your parent information submitted to the FAFSA, Click SUBMIT
7. It will take you to a second page with parent tax information. At the bottom, click Transfer my tax information into the FAFSA, and then click Transfer Now.
8. This will transfer the information directly onto your FAFSA for and will be indicated on that form by stating Transferred from the IRS.

You then will complete steps 1-8 for the student financial information section. If the student did not file taxes, please indicate so on the FAFSA as well as on the Verification Worksheet provided by the school.

When logging back onto an already completed FAFSA:

It will ask you for your identifying information as well as ask you to create a temporary username, and password. (This is not something already completed and you can make it up on the spot)

1. Click on the Financial Information section at the top of the form.
2. You then will complete steps 1-8 as listed in the section above.