Using the Data Retrieval Tool

1. Create an FSA ID, if you do not already have one. To do so, go to [www.fsaid.ed.gov](http://www.fsaid.ed.gov).
2. Navigate to [www.fafsa.gov](http://www.fafsa.gov) and Login.

3. Make sure the tab at the top is on the correct aid year and select “Start 2017-2018 FAFSA” at the bottom. OR (if you are making corrections) select “Make FAFSA Corrections” at the bottom.
4. Create a Save Key. This will allow you to return to the application later if you need to stop before submitting. Click next.
5. Click Next on the following page
6. Navigate to the Financial Information tab at the top of the page.

7. Select Already Completed if your taxes have been filed. Make sure your tax filing status is correct. **Please note if you are married (not separated) and you filed a status other than “Married Filing Jointly” you will not be able to use data retrieval in place of the tax return transcripts**

8. Answer the next two questions. **If you can answer yes to any of the questions listed under the statement “to determine if you can use the IRS Data Retrieval Tool to transfer your tax return information from the IRS into the FAFSA” you will not be able to use the data retrieval tool in place of the tax return transcripts.**

9. Click “Link to IRS”
10. You will be notified that you are leaving the FAFSA website temporarily. Click OK.

11. Enter your information accurately into the information box that comes up. Note that the address you list MUST be the address you used to file your 2015 taxes. Click “Submit”.

12. Your information will populate in the next section. Below that, check Transfer My Tax Information into the FAFSA and click Transfer Now to the right.
13. You will be taken back to the FAFSA website and your information will be accurately transferred into the FAFSA.

**Note that you should NOT make any changes to your information, or the transfer will not be successful for verification purposes. If you see something you believe to be incorrect, please notify the Financial Aid Office**

**If you filed Married Filing Jointly, the FAFSA should ask you to split the wages between parent 1 and parent 2. Please split this as accurately as possible. This will still result in a successful transfer for verification purposes**

14. Navigate to the bottom of the page and click NEXT.

15. The FAFSA will ask you to verify your changes. If your changes are correct, click NEXT.

16. You will be prompted to sign the FAFSA again. Please note that both a parent and student electronic signature will be required if parent information was changed.
   a. Click agree and sign at the bottom. “Then click SUBMIT MY FAFSA NOW”

17. Congratulations! You have completed the data retrieval tool. You will be taken to a confirmation page and will shortly receive an e-mail about the changes that were made.

**It usually takes 1-3 business days (depending on the time of year) for Wofford to receive the updated FAFSA. Please wait to call and verify we have received the information.**