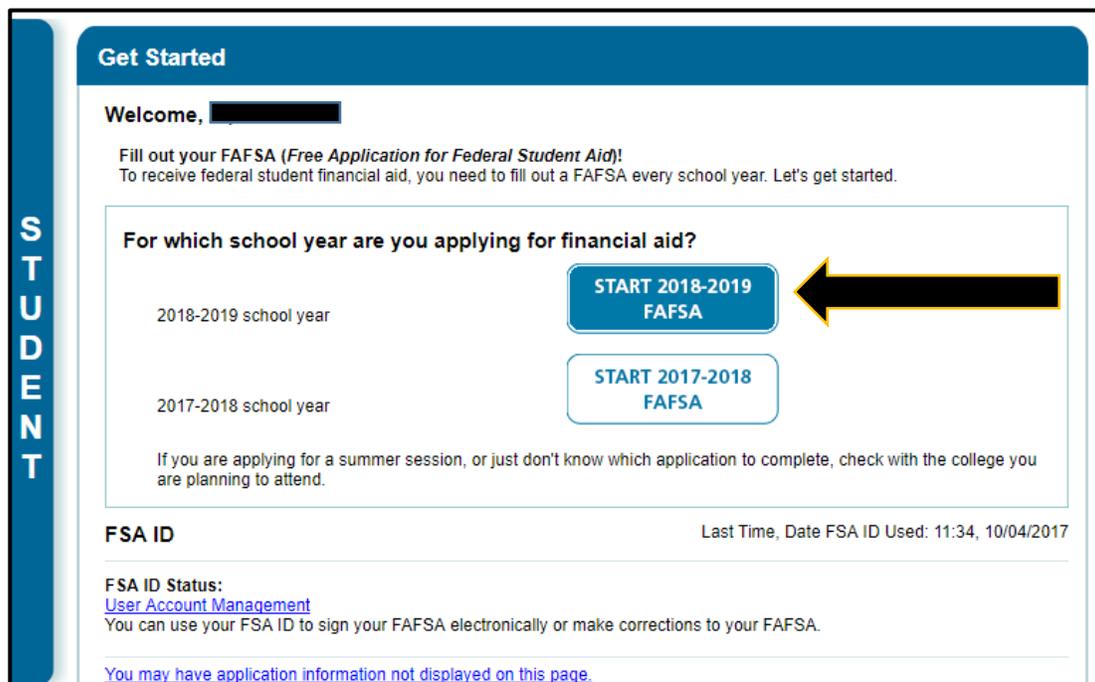


Using the Data Retrieval Tool

1. Create an FSA ID, if you do not already have one. To do so, go to www.fsaaid.ed.gov.
2. Navigate to www.fafsa.gov and Login

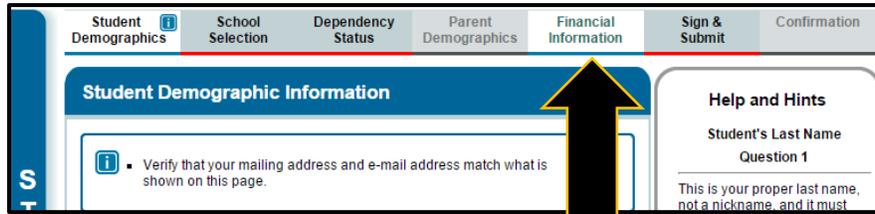


3. Make sure you have selected the correct aid year and select "Start 2018-2019 FAFSA". OR (if you are making corrections) select "Make FAFSA Corrections".

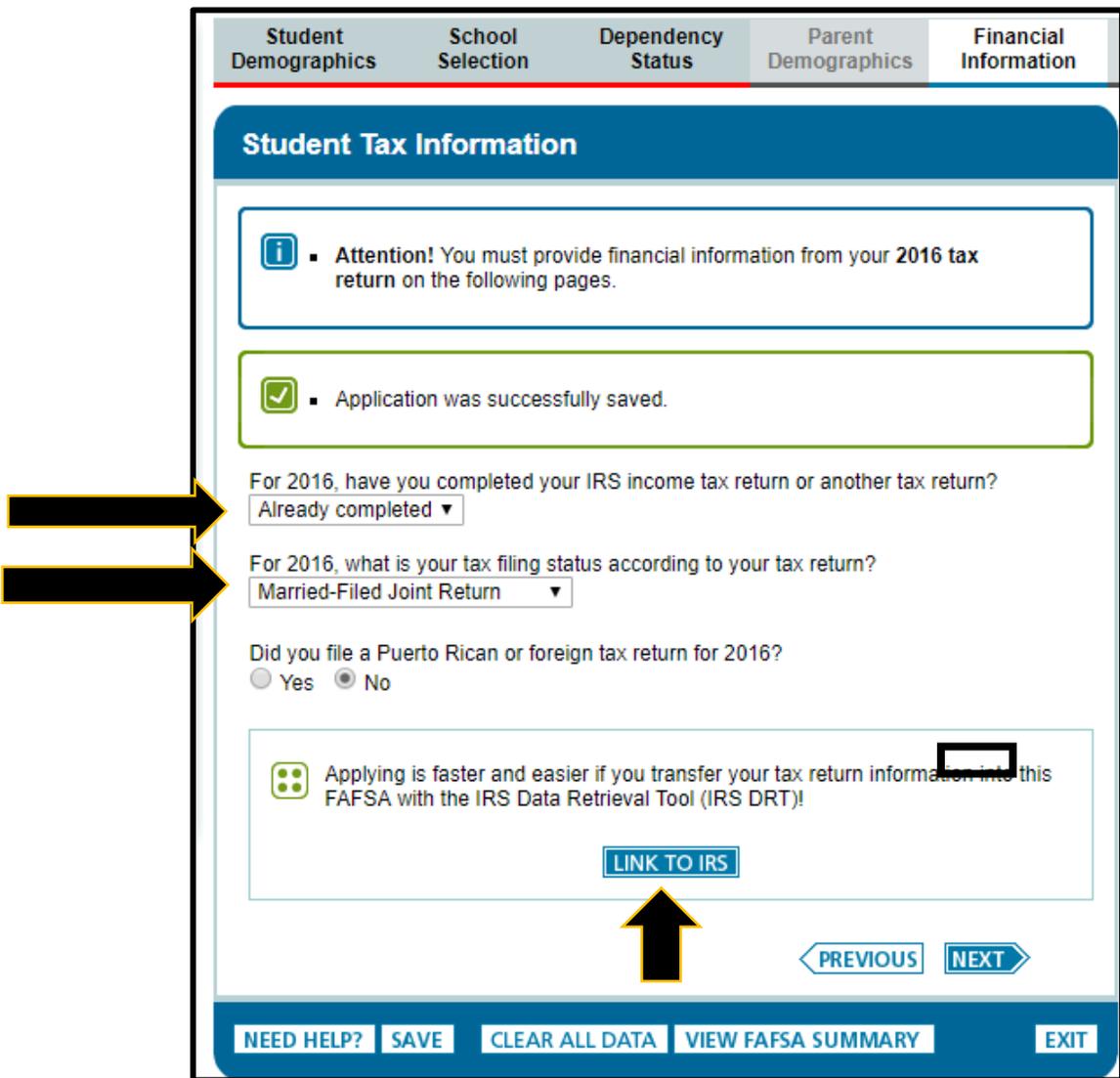


4. Create a Save Key. This will allow you to return to the application later if you need to stop before submitting. Click next.
5. Click Next on the following page

6. Navigate to the Financial Information tab at the top of the page.
 - a. ****This takes you to student financial information. To navigate to parent, scroll to the bottom of the page and click next****



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. Click "Link to IRS"



9. You will be notified that you are leaving the FAFSA website temporarily. Click OK.



10. 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 2016 taxes. Click "Submit".

 [Return to FAFSA](#) | [Log Out](#) | [Help](#)

[Español](#)

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2016 Federal Income Tax Return. [?](#) Required fields *

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Social Security Number *	<input type="text" value="REDACTED"/>
Date of Birth *	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Filing Status * ?	Select One ▼
Address - Must match your 2016 Federal Income Tax Return. ?	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) ?	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	United States ▼
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	Select One ▼
ZIP Code *	<input type="text"/>

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

[IRS Privacy Policy](#)

11. You should receive the following message. Please read the message about your data being encrypted. You will see that you will *not* be able to see or change your imported data. Below that, check Transfer My Tax Information into the FAFSA and click Transfer Now to the right.

 [Return to FAFSA](#) | [Log Out](#) | [Help](#)

[Español](#)

2016 Federal Income Tax Information

Based on the information you provided, the Internal Revenue Service (IRS) located your income tax return. With your permission below, the IRS will securely transfer your tax information to the U.S. Department of Education (ED) to populate any applicable FAFSA® questions.

For your protection, the IRS will not display your tax information and will further encrypt any tax information transferred using the IRS DRT; therefore, ED is unable to display your tax information on your FAFSA form.

The data retrieved from your tax return is limited to the items listed below as you reported to the IRS:

Tax Year	Type of Return Filed	Untaxed Pensions
Name(s)	Adjusted Gross Income	Untaxed IRA Distributions
Social Security Number	Income Earned from Work	Tax-exempt Interest Income
Filing Status	Income Tax	IRA Deductions and Payments
IRS Exemptions	Education Credits	Status of Amended Returns Received

Refer to your tax records if you have a question about the values you reported.

 Print this page for your records before choosing an option below.

Transfer My Tax Information into the FAFSA Form 

The tax information provided to fafsa.gov will populate the answers to the appropriate FAFSA questions. After the FAFSA questions are populated, your IRS session will end and you will return to your FAFSA form. Check this box if you are choosing to transfer your information.

Do Not Transfer My Tax Information and Return to the FAFSA Form 

By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end, and you will return to your FAFSA form.

[IRS Privacy Policy](#)

12. You will be taken back to the FAFSA website and your information will be accurately transferred into the FAFSA.

**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.

 **You have successfully transferred your 2016 IRS tax information.**

Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS." For your protection, IRS tax return information is not displayed on the FAFSA.

What income tax return did you file for 2016?
Transferred from the IRS

What was your (and your spouse's) adjusted gross income for 2016?
Transferred from the IRS

How much did you earn from working (wages, salaries, tips, etc.) in 2016?
\$.00

How much did your spouse earn from working (wages, salaries, tips, etc.) in 2016?
\$.00

As of today, are you (or your spouse) a dislocated worker?
 ▼

[PREVIOUS](#) [NEXT](#)

13. Navigate to the bottom of the page and click [NEXT](#) .

14. The FAFSA will ask you to verify your changes. If your changes are correct, click [NEXT](#) .

15. 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.
Click agree and sign at the bottom. "Then click SUBMIT MY FAFSA NOW"

Sign & Submit

[VIEW OR PRINT YOUR FAFSA INFORMATION](#)

Student Signature

Student's Social Security Number

Student's last name

Student's date of birth

READ BEFORE PROCEEDING

By signing this application electronically using your Federal Student Aid PIN, username and password, and/or any other credential or by signing a signature page and mailing it to us, YOU, THE STUDENT, certify that you:

1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
2. are not in default on a federal student loan or have made satisfactory arrangements to repay it,
3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
4. will notify your school if you default on a federal student loan, and
5. will not receive a Federal Pell Grant from more than one school for the same

I, the student, agree to the terms outlined above.

Agree Disagree

SIGN

[PREVIOUS](#) **SUBMIT MY FAFSA NOW**

16. 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.