Using the Data Retrieval Tool

1. Create an FSA ID, if you do not already have one. To do so, go to www.fsfaid.ed.gov.
2. Navigate to www.fafsa.gov and select START HERE or LOG IN.

3. Select “I am the student” or “I am a parent, preparer, or student from a Freely Associated State” and click NEXT.
4. Select START 2020-2021 FAFSA OR

FOR CORRECTIONS: Make sure the tab at the top has the correct aid year selected. Click Make FAFSA Corrections, hyperlinked at the bottom of the page.

FOR NEW FAFSA SUBMISSION: Make sure the tab at the top has the correct aid year selected. Click “FAFSA RENEWAL” if you, the student, have ever submitted a FAFSA in the past. If not, click “START NEW FAFSA”

5. Create a Save Key and click NEXT:
6. Review the information as needed and click NEXT.

7. Navigate to the Financial Information tab. *NOTE* For parent tax data, navigate to the Parent Demographics Tab. Click NEXT until you get to the questions listed below.

8. Select the answers that correspond. If you are eligible for the IRS Data Retrieval Tool, you will be prompted with a button. Click the LINK TO IRS button.
9. You will be notified that you are leaving the FAFSA Website. Select PROCEED TO IRS SITE.

10. Enter the information requested. This should match your tax return exactly. Click SUBMIT.
    *This may look different for 2018 tax return, but it's the same information*
11. Check “Transfer My Tax Information into the FAFSA Form”. Click TRANSFER NOW. *This may look different for 2018 tax return, but it’s the same information*

12. You should be directed back to the FAFSA. Click NEXT, and answer the remaining questions until you navigate to the Sign & Submit tab.
13. Click SIGN THIS FAFSA for the appropriate parties. If any information was changed in the parent section, they will need to enter their FSA ID and Password.

14. Click SUBMIT MY FAFSA NOW.