Using the Data Retrieval Tool
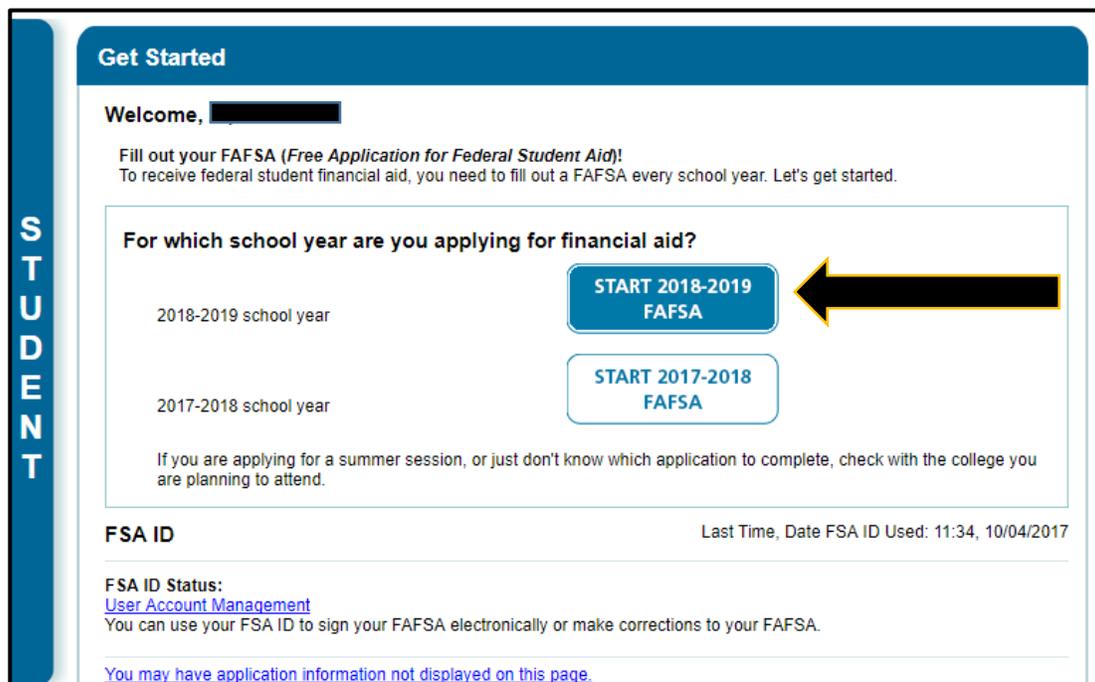
1. Create an FSA ID, if you do not already have one. To do so, go to www.fsaid.ed.gov.
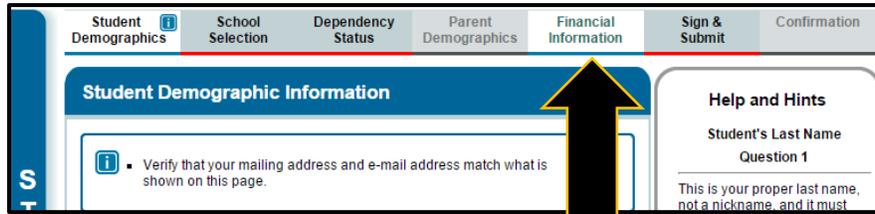2. Navigate to www.fafsa.gov and Login

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".
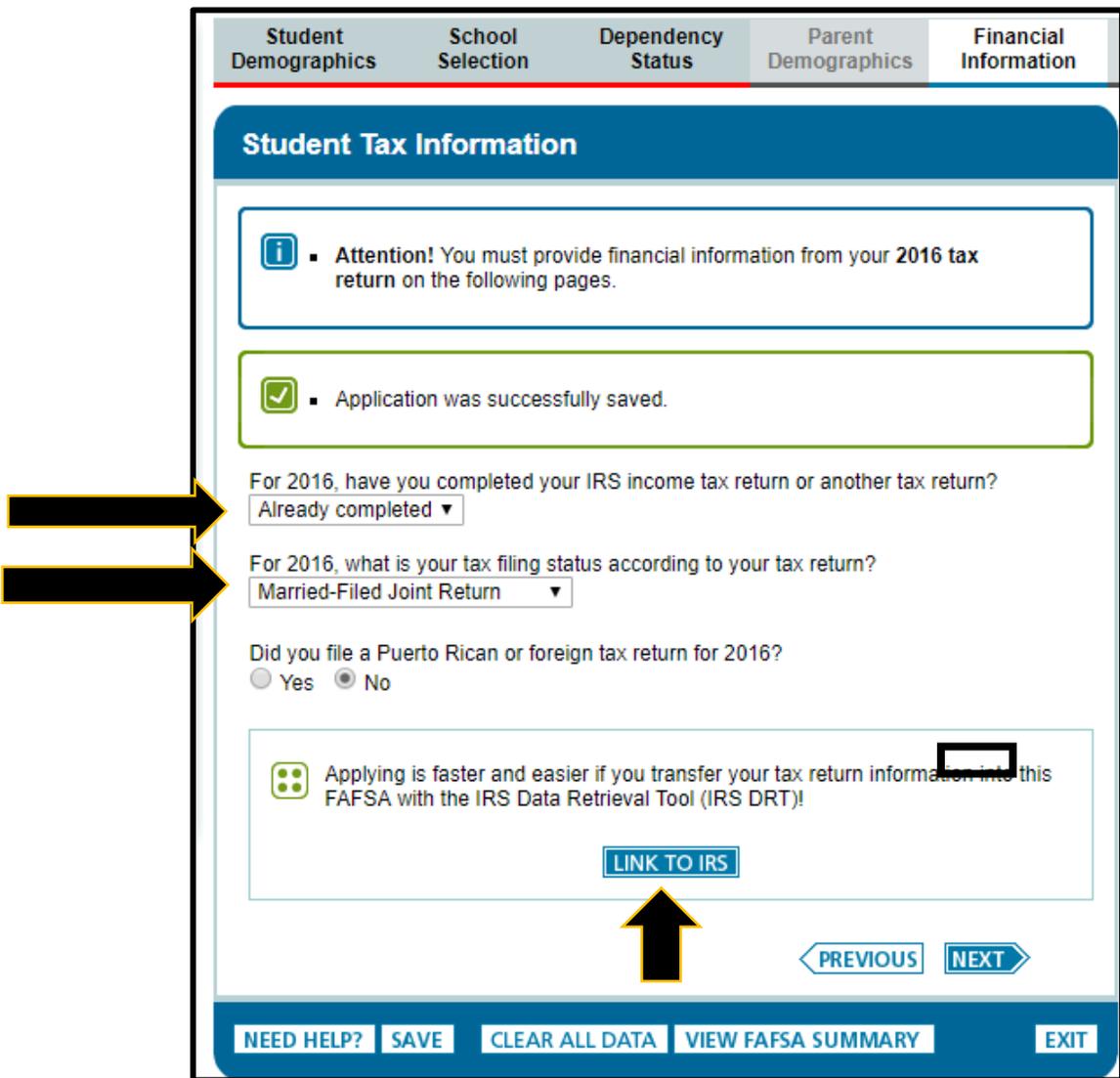

4. Create a Save Key. This will allow you to return to the application later if you need to stop before submitting. Click next.
5. Click Next on the following page

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.

CANCEL 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".

IRS.gov

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

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.

Return to FAFSA   Submit

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.

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.

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"

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.