

Correcting your FAFSA to use the IRS Data Retrieval Tool:

1. [Go to www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Log in using your FSA ID and password.
3. Choose your 2016-2017 FAFSA. Directly below the Current Application Status, click Make FAFSA Corrections.
4. Create a Save Key (or enter your previous Save Key) to view your 2016-2017 FAFSA.
5. Using the navigation bar toward the top, choose Financial Information.
6. If you indicated that you "Will File" your 2015 taxes, update your answer to reflect "Already Completed."
7. If you indicated that you recently filed your taxes, check "None of the Above" and view the option to Link to IRS.
8. If you already checked "None of the Above," then the option will be there already. Click the blue link Link to IRS.
9. Click OK to leaving the FAFSA website. Click OK to enter the IRS website.
10. On the IRS website, indicate under which filing status you filed your 2015 taxes and enter your address as it appears on your tax return.
11. Click Submit and your tax information should populate.
12. At the bottom of the page, check the box saying you would like to transfer your IRS data to the FAFSA then click Transfer Now.
13. You will now be back on your 2016-2017 FAFSA. Do not change any of the information that was transferred from the IRS. Click through to get to the Sign & Submit page.
14. Agree to the terms and conditions and submit your FAFSA corrections.

If unable to utilize the IRS Data Retrieval Tool, you can order a tax return transcript by:

1. Access www.irs.gov and click "Get Transcript of your Tax Records" under Tools or
2. Calling 1-800-908-9946 and selecting "Option 2" and entering "2015"
3. Be sure to order a Tax RETURN Transcript