

Required tax information can be obtained by using the **IRS Data Retrieval Tool** or by requesting a **free IRS Tax Return Transcript**.

Use the IRS Data Retrieval Tool

Instructions on using the tool are below.

Step 1

- Go to www.fafsa.gov.
- Click *Start Here*, login, and begin a correction.

Step 2

- Navigate to the *Financial Information* tab. You will be asked a series of questions to determine if you are eligible to use the tool.
- If you check *None of the Above*, the data retrieval tool will appear.

Step 3

- Enter your PIN and click *Link To IRS*. You will be transferred to the IRS site.

Step 4

- Review your information on the IRS website. Make sure the address you enter is the **exact address** you entered on your taxes.
- If the information you enter is verified by the IRS, you'll be able to select the *Transfer My Tax Information into the FAFSA* at the bottom, and then select *Transfer Now*.

Step 5

- You will be redirected back to the FAFSA.
- Don't forget to **sign and submit**.

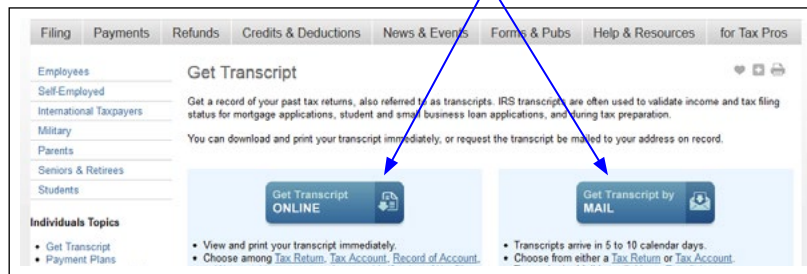
If you have an Apple iPhone or iTouch, you can download the free IRS2Go app by visiting the iTunes app store. If you have an Android device, you can visit Google Play to download the free IRS2Go app.

Obtain a free IRS Tax Return Transcript

Go to www.irs.gov. Under "Tools," click on "Get Transcript of Your Tax Records."



You'll now be on the page below. Click on one of the two options.



- **To get your tax return transcript online**, you'll need to set up an account. You may need to adjust your browser's pop-up blocker settings to get your transcript.
- **To get your tax return transcript by mail**, use the address currently on file with the IRS. Generally this will be that address you listed on the latest tax return you filed.