Updating FAFSA Information:
Use the IRS Data Retrieval Tool!

All students are required to update estimated income and tax information on the FAFSA. This ensures that financial aid awards are based on accurate information.

Students who are selected for verification must have income and tax information verified directly by the IRS. The Dept. of Education no longer accepts copies of tax forms for verification. There are two ways to update and verify information once you have filed your taxes (2-3 weeks for electronic filers, 8-11 weeks for paper filers) as long as you do not owe money to the IRS:

1. **Use the IRS Data Retrieval Tool (DRT)** - This tool allows most FAFSA applicants and parents to retrieve tax data directly from the IRS and transfer the data back to the FAFSA; income and tax information are both updated and verified through this one step. This method is the best as it verifies and updates the information on the FAFSA in one step.

   **To use the IRS DRT:**
   - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
   - Click “Login”
   - Enter Student name, SSN, and DOB and click “Next”.
   - Click on “Make FAFSA Corrections”; enter the student PIN and password.
   - Go to the “Financial Information” section.
   - Locate the “Have you completed your IRS income tax return?” question, and change the response from “will file” to “already completed.” Filter questions will appear that will determine whether the IRS DRT can be used.
   - If all filter questions can be answered “no”, enter your PIN and click on “Link to the IRS”. (Click “Ok” when notified that you are leaving FAFSA on the web). Please note: If you answer “yes” to any filter question, you will need to order a “tax return transcript”.
   - Once in the IRS site, provide the required information and click “Submit.” In order for retrieval to work, the address entered must match the address on file with the IRS exactly.
   - Once the retrieved information is displayed, click on the box to enable the “Transfer Now” button.
   - Click on the “Transfer Now” button and the information will transfer back to the FAFSA. **DO NOT** change any of the information that was transferred from the IRS.
   - Repeat this process for the parent(s) and dependent student if both parties filed a tax return. If one party was not required to file a tax return, be sure that is indicated on the FAFSA.
   - Once all updates and transfers are complete, continue to the “Sign and Submit” section of the FAFSA and electronically sign using applicable PINs and then click “submit the FAFSA”. The information will be processed by the federal processing center and sent to all schools listed on the FAFSA.
   - If you have trouble using the DRT, please call the Dept. of Education at (800) 433-3243.

OR

2. **Manually update FAFSA information and provide a “Tax Return Transcript”** - If income and tax information are manually updated on the FAFSA, information will still need to be verified by obtaining a “tax return transcript” from the IRS and submitting it to the financial aid office. Visit [www.irs.gov/Transcript](http://www.irs.gov/Transcript) or call (800) 908-9946.