Internal Revenue Service (IRS) data is available 2–3 weeks after electronically filing your taxes or 8–11 weeks after filing a paper tax return. These instructions assume you have already filed the Free Application for Federal Student Aid (FAFSA).

Section 1:

1. Go to **www.fafsa.gov** and click **Login**.
   - Enter the student's FSA ID and password then click **NEXT**.
2. Click on "**Make FAFSA Corrections**".
   - Be sure you have the appropriate FAFSA year selected (2018–2019 for the Summer 2018, Fall 2018 or Spring 2019 semesters).

⦿ Enter your (the student's) FSA ID

Do not log in with the FSA ID if you are not the student.
Create an FSA ID

FSA ID Username or Verified E-mail Address

Forgot Username

FSA ID Password

Forgot Password

Welcome, Justice Demo

2018-2019 | 2017-2018

You can also:
- View or Print your Student Aid Report (SAR)
- Make FAFSA Corrections to make a change, add a school, or transfer IRS data into your FAFSA
- View Correction History to view corrections made to your FAFSA

3. **Create a Save Key**.
   - This is for temporary use for you or your parent to return and complete this specific FAFSA. It is reset following each correction submission. Then click **NEXT**.

Create a Save Key.

Create a Save Key
●●●●

Re-enter Save Key
●●●●

4. Click on the "**Financial Information"** section.

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation

Introduction Page - 2018-2019 Correction

   - If you want to use the IRS Data Retrieval Tool for the STUDENT ONLY, click **NEXT** at the bottom of the page. To use the retrieval tool for PARENT or BOTH, continue to Step 5.

5. Make certain the Tax Filing Status is "**Already Completed**".

For 2016, have your parents completed their IRS income tax return or another tax return?

Blank
Already completed
Will file
Not going to file

6. A series of questions will then appear. If you can answer "NO" to all of the questions, you will be eligible to use the Data Retrieval Tool.
   - **If you are ineligible to use the Data Retrieval Tool, you will need to request a Tax Return Transcript from the IRS. You are able to do this online at www.irs.gov. Skip to Section 2 for additional instructions on obtaining your IRS Tax Return Transcript.**
7. Enter the requested FSA ID and click   . On the following page, click "**OK**".

LINK TO IRS

Leaving FAFSA on the Web

You are now leaving FAFSA on the Web and will be transferred to the IRS Web site to access your IRS tax information. Your information will be saved and your FAFSA on the Web session will end.

CANCEL OK

8. You should now be accessing the IRS website. Enter the requested information exactly as it appears on your tax return.
   - First and Last Name, Date of Birth, Filing Status, and Address .

9. Click "**Submit**". If the IRS is able to validate your identity, your IRS tax information will be displayed.

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 *	John
Last Name *	Doe
Social Security Number *	*** - ** - 4001
Date of Birth *	05 / 17 / 1964
Filing Status * ❓	Married-Filed Joint Return ▼

Address - Must match your 2016 Federal Income Tax Return. ❓

Street Address *	123 Main Street
P.O. Box (Required if entered on your tax return) ❓	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 *	Anytown
State/U.S. Territory *	Ohio (OH) ▼
ZIP Code *	12345 ✕

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]

10. Check the þ to "**Transfer My Tax Information into the FAFSA**".

11. Click "**Transfer Now**".

➡ **Transfer My Tax Information into the FAFSA** ❓
☑ The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.   [Transfer Now] ⬅

Do Not Transfer My Tax Information and Return to the FAFSA ❓
☐ By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA.   [Do Not Transfer] ❓

12. You will be taken back to the FAFSA. You will see that your IRS information has been entered into most of the questions. **DO NOT CHANGE ANY NUMBERS** labeled "**Transferred from IRS**" or you will invalidate the data retrieval.
   - **Income from Work does not transfer from the IRS** so be sure the enter any income that was earned from wages, a business or a farm in this field.
   - If needed, you may now repeat the steps above for the Data Retrieval Tool for the Student.

13. Click on "**Sign & Submit**".

Student Demographics ⓘ	School Selection	Dependency Status	Parent Demographics	Financial Information ⊞	Sign & Submit	Confirmation

List of Changes

ⓘ ▪ **You corrected your FAFSA.** Review the information on this page and click **Next** to sign and submit your corrections.

14. Review the changes that have been made and check for accuracy. Remember, do not change any values that are denoted as "**Transferred from IRS**" as you will invalidate the IRS Data Retrieval.
   - Click [NEXT ▷] to continue .
15. Only the parent will need sign the FAFSA with the FSA ID.
   - The student already logged in with their FSA ID.
15. Enter parent FSA ID (when applicable) , click on [SIGN] and agree to the terms of use.
15. Click [SUBMIT MY FAFSA NOW] .
16. When the screen titled "**2018–2019 Confirmation Page**" appears,
   YOU ARE DONE!

   The school will receive your corrected FAFSA in 3–5 business days.

READ BEFORE PROCEEDING
and mailing it to us, YOU, THE PARENT, certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked:

1. to provide information that will verify the accuracy of your completed form
2. to provide U.S. or state income tax forms that you filed or are required to file.

You also certify that you understand that the Secretary of Education has the authority to verify information reported on your application with the Internal Revenue Service and other federal agencies.

If you sign this application or any document related to the federal student aid

I, the parent, agree to the terms outlined above.
◉ Agree ○ Disagree   ⬅

What is your (the parent's) FSA ID?
Do not enter the FSA ID if you are not the parent.

FSA ID Username or Verified E-mail Address
[   ]   Create an FSA ID
                         Forgot Username
FSA ID Password
[   ]   Forgot Password
[SIGN]