Using the IRS Data Retrieval Tool

Once you have completed this process, a corrected application will be sent to the schools listed on your Student Aid Report. **Check back with Financial Aid Office in 7 days**

If you and/or your parent, if dependent, do not know your PIN, go to the PIN Website (www.pin.ed.gov) and “request a duplicate”. If you do not have a PIN go to the PIN Website to “apply” for a PIN.

- Login to your FAFSA account (www.fafsa.ed.gov).
- Choose “Make a Correction” (2013-14 FAFSA).
- Go to Financial Information.
- Choose “Already Filed” when asked if taxes have been filed.
- Click “None of the Above”.
- Click “LINK to IRS” (Dependent students will need to put in the parent’s PIN).
- Click “OK” indicating you are leaving the FAFSA website.
- Click “OK” to access the IRS database (Name should appear exactly as it is on the tax return including the middle initial).
- Input filing status.
- Input Address (PO Box/Apt. # if applicable – information should appear exactly as it is on the tax return).
- Input City, State, Zip.
- Click “Submit”.

If information is found you will see the tax information displayed.

- Click “transfer” on the left side (first button).
- Click “transfer now” on the right hand side.

Once back in your FAFSA account click next at the end of each page until you get to the signature page.

- Enter PIN (for dependents enter Parent PIN as well).
- Click “agree” to conditions & “sign”.
- Click submit FAFSA and print confirmation.
- Exit and Logout of FAFSA.