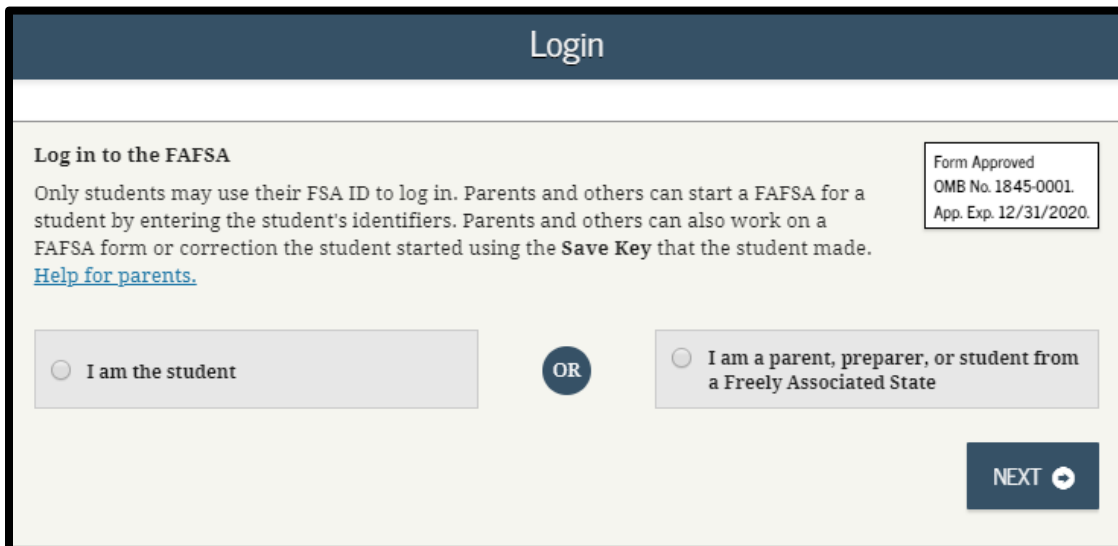


## Using the Data Retrieval Tool

1. Create an FSA ID, if you do not already have one. To do so, go to [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov).
2. Navigate to [www.fafsa.gov](http://www.fafsa.gov) and select START HERE or LOG IN.



3. Select "I am the student" or "I am a parent, preparer, or student from a Freely Associated State" and click NEXT.

A login form with a dark blue header that says "Login". Below the header, there is a section titled "Log in to the FAFSA". The text says: "Only students may use their FSA ID to log in. Parents and others can start a FAFSA for a student by entering the student's identifiers. Parents and others can also work on a FAFSA form or correction the student started using the Save Key that the student made. [Help for parents.](#)" In the top right corner, there is a box that says "Form Approved OMB No. 1845-0001 App. Exp. 12/31/2020." Below the text, there are two radio button options: "I am the student" and "I am a parent, preparer, or student from a Freely Associated State". Between these two options is a dark blue circle with the word "OR" in white. At the bottom right, there is a dark blue button with "NEXT" and a right-pointing arrow.

4. Select START 2019-2020 FAFSA **OR**

FOR CORRECTIONS: Make sure the tab at the top has the correct aid year selected. Click Make FAFSA Corrections, hyperlinked at the bottom of the page.

**Fill out your FAFSA form!**

To receive federal student financial aid, you need to fill out a FAFSA every school year. Let's get started.

For which school year are you applying for financial aid?

If you are applying for a summer session, or just don't know which application to complete, check with the college you are planning to attend.

[Which school year should I choose?](#)

START 2019-2020 FAFSA

OR

START 2018-2019 FAFSA

2019-2020

2018-2019

**Current Application Status: Processed Successfully**

Congratulations, your FAFSA was successfully processed.

**What Happens Next**

- Your FAFSA information was made available to the school(s) you listed on your FAFSA.
- Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school(s).

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
- [Create a shareable file with some of your student information using MyStudentData Download.](#)

5. Create a Save Key and click NEXT.

Start Student's 2019-2020 FAFSA

**STUDENT INFORMATION**

Form Approved  
OMB No. 1845-0001  
App. Exp. 12/31/2020

**Create a Save Key.**  
The Save Key is for temporary use for you or your parent to return and complete this specific FAFSA.

Create a Save Key ?

Re-enter Save Key ?

MY FAFSA NEXT

6. Read the disclaimer and click ACCEPT.

Disclaimer

**Disclaimer**

This is a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

DECLINE ACCEPT

7. Review the information as needed and click NEXT.

Introduction – 2019-2020 FAFSA

**STUDENT INFORMATION** [Expand All](#)

- > How can I get help completing my FAFSA?
- > How many steps does it take to complete?
- > How long will it take to complete?
- > Can I save my FAFSA if I can't finish it?
- > Documents needed to complete the FAFSA
- > Signing the FAFSA
- > FAFSA on the Web Security and Privacy

NEXT

8. Navigate to the Financial Information tab. \*NOTE\* For parent tax data, navigate to the Parent Demographics tab. Click NEXT until you get to the questions listed below.

Student Tax Filing Status

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

9. Select the answers that correspond. If you are eligible for the IRS Data Retrieval Tool, you will be prompted with a button. Click the LINK TO IRS button.

For 2017, have you completed your IRS income tax return or another tax return? [?](#)

Already completed

For 2017, what is your tax filing status according to your tax return? [?](#)

Married-Filed Joint Return

Did you file a Puerto Rican or foreign tax return for 2017? [?](#)

Yes  No

**IRS Data Retrieval Tool**

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!

LINK TO IRS

PREVIOUS NEXT

10. You will be notified that you are leaving the FAFSA Website. Select PROCEED TO IRS SITE.

The screenshot shows the FAFSA website's progress bar with the following steps: Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, Sign & Submit, and Confirmation. The 'Financial Information' step is currently active, indicated by a pencil icon. Below the progress bar, a message titled 'STUDENT INFORMATION' reads: 'Leaving FAFSA on the Web. You are now leaving FAFSA on the Web and will be transferred to the IRS Web site. Your FAFSA information will be saved. Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to log in to open your saved FAFSA. For your protection, your tax return information will not display on the IRS Web site or on the FAFSA.' At the bottom of the message are two buttons: 'SKIP IRS DRT' and 'PROCEED TO IRS SITE'. The footer includes the text 'Site Last Updated: Sunday, October 28, 2018', 'Download Adobe Reader', and '©2010 fafsa.gov. All rights reserved.'

11. Enter the information requested. This should match your tax return exactly. Click SUBMIT.

The screenshot shows the IRS.gov website with the heading 'Get My Federal Income Tax Information'. It includes a 'Return to FAFSA | Log Out | Help' link and a 'Español' language option. The form prompts the user to 'Enter the following information from your 2017 Federal Income Tax Return.' and lists the following fields: First Name, Last Name, Social Security Number (partially masked as \*\*\* - \*\* - [redacted]), Date of Birth, Filing Status (dropdown menu), Address (Street Address, P.O. Box, Apt. Number, Country, City, Town or Post Office, State / U.S. Territory, ZIP Code), and a 'Submit' button. A 'Return to FAFSA' button is also present. A disclaimer at the bottom states: '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.' The footer includes the 'IRS Privacy Policy' link.

12. Check "Transfer My Tax Information into the FAFSA Form". Click TRANSFER NOW.

IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#)  
[Español](#)

### 2017 Federal Income Tax Information

Based on the information you provided, the Internal Revenue Service (IRS) located your income tax return. With your permission below, the IRS will securely transfer your tax information to the U.S. Department of Education (ED) to populate any applicable FAFSA® questions.

For your protection, the IRS will not display your tax information and will further encrypt any tax information transferred using the IRS DRT; therefore, ED is unable to display your tax information on your FAFSA form.

The data retrieved from your tax return is limited to the items listed below as you reported to the IRS:

Tax Year	Type of Return Filed	Untaxed Pensions
Name(s)	Adjusted Gross Income	Untaxed IRA Distributions
Social Security Number	Income Earned from Work	Tax-exempt Interest Income
Filing Status	Income Tax	IRA Deductions and Payments
IRS Exemptions	Education Credits	Status of Amended Returns Received

Refer to your tax records if you have a question about the values you reported.

Print this page for your records before choosing an option below.

**Transfer My Tax Information into the FAFSA Form**

The tax information provided to fafsa.gov will populate the answers to the appropriate FAFSA questions. After the FAFSA questions are populated, your IRS session will end, and you will your FAFSA form. Check this box if you are choosing to transfer your information.

**Do Not Transfer My Tax Information and Return to the FAFSA Form**

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 form.

[Transfer Now](#)

[Do Not Transfer](#)

[IRS Privacy Policy](#)

13. You should be directed back to the FAFSA. Click NEXT, and answer the remaining questions until you navigate to the Sign & Submit tab.

### Student IRS Info

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

**STUDENT INFORMATION**

**You have successfully transferred your 2017 IRS tax information.**

Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS." For your protection, IRS tax return information is not displayed on the FAFSA.

What income tax return did you file for 2017?   
**Transferred from the IRS**

What was your (and your spouse's) adjusted gross income for 2017?   
**Transferred from the IRS**

[PREVIOUS](#) [NEXT](#)

Site Last Updated: Sunday, October 28, 2018 [Download Adobe Reader](#)

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14. Click SIGN THIS FAFSA for the appropriate parties. If any information was changed in the parent section, they will need to enter their FSA ID and Password.

The screenshot shows the 'Signature Options' page. At the top, a progress bar indicates the following steps: Student Demographics (checked), School Selection (checked), Dependency Status (checked), Parent Demographics (checked), Financial Information (checked), Sign & Submit (active), and Confirmation. Below the progress bar, a circular icon with a document and pen is next to the text 'Student Signature for'. The student's information is displayed: Social Security Number: XXX-XX-7068, Last Name: Wallace, and Date of Birth: 09/04/1991. A large blue button labeled 'SIGN THIS FAFSA' with a pen icon is centered below the student information. At the bottom right, there are two buttons: 'SIGNATURE STATUS' and 'NEXT'.

15. Click SUBMIT MY FAFSA NOW.

The screenshot shows the 'Sign & Submit' page. At the top, there is a blue header with the text 'Sign & Submit'. Below the header, there is a link 'VIEW OR PRINT YOUR FAFSA INFORMATION'. The section is titled 'Student Signature'. Below this title, the student's information is displayed: Student's Social Security Number, Student's last name, and Student's date of birth, with some fields redacted. Below the student information, there is a section titled 'READ BEFORE PROCEEDING'. This section contains a paragraph of text: 'By signing this application electronically using your FSA ID (username and password) and/or any other credential or by signing a signature page and mailing it to us, YOU, THE STUDENT, certify that you:'. Below this paragraph is a list of five numbered items: 1. will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, 2. are not in default on a federal student loan or have made satisfactory arrangements to repay it, 3. do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, 4. will notify your school if you default on a federal student loan, and 5. will not receive a Federal Pell Grant from more than one school for the same. Below the list, there is a sentence: 'I, the student, agree to the terms outlined above.' and two radio buttons: 'Agree' (selected) and 'Disagree'. At the bottom left, there is a blue button labeled 'SIGN'. At the bottom right, there are two buttons: 'PREVIOUS' and 'SUBMIT MY FAFSA NOW'.