Using the IRS Data Retrieval Tool:

Go to the FAFSA, click the “LOGIN” button, login, and start a correction. You and/or your parents will need to create a FSA ID Username and Password if you have not already done so.

Once in the FAFSA, navigate to the “Financial Information” section. The page will look something like this for the parent to use the IRS Data Retrieval Tool. **Note that the answer must be “NO” to all of the choices to be eligible for the Data Retrieval Tool.**

Note that the FSA ID information for the parent is required. After entering the appropriate FSA ID Username and Password and clicking the “Link to IRS” button, you will temporarily leave the FAFSA on the Web site and go to an IRS website.
Authentication information that matches your 2015 income tax return will be required to retrieve the tax data from the IRS. The page will look something like this:

Please enter all of the information and hit the “Submit” button. Follow all of the other instructions to transfer the IRS data into the FAFSA. **BE SURE TO HIT THE SUBMIT BUTTON.** Do not change any of the data that comes from the IRS once you have transferred your data into the FAFSA.
The page will look something like this for the student to use the IRS Data Retrieval Tool.

In the “School Selection” section double check that Williams is listed on this version of the FAFSA (code 002229). You may want to remove all of the other schools listed. Finally, submit the correction.

We will receive your corrected data in 24 – 72 hours; you will receive a confirmation email from the FAFSA processer that your correction has been processed. We will review the data once it is sent to Williams and make any “professional judgment” adjustments as required. Your federal income verification requirement should now be met.