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 "Did you, the parents, file a Puerto Rican or foreign tax return for 2016?" to be eligible for the Data Retrieval Tool.*

Click the "LINK TO IRS" button. A page that looks like this should open.

Note that the FSA ID information for the parent is required. For best results if the 2016 income tax return is filed as "Married-Filed Joint Return", the parent listed first on the income tax return may need to obtain an FSA ID and be the one to sign in. After entering the appropriate FSA ID Username and Password, click the "PROCEED TO IRS SITE" button.

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

PARENT

Leaving FAFSA on the Web

You have entered answers to one or more income questions. FAFSA on the Web will delete these responses and replace them with information contained in your tax return when you transfer your IRS tax information into this FAFSA.

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

Which parent are you?
[Select ▾]

What is your (the parent's) FSA ID?
FSA ID Username or Verified E-mail Address
[   ]   Create an FSA ID
                              Forgot Username
FSA ID Password   Forgot Password
[   ]

Click **Proceed to IRS Site** to continue. Otherwise, click **Skip IRS Transfer**.

If you have any questions or problems using this tool, view available Help options for assistance.

[SKIP IRS TRANSFER]   [PROCEED TO IRS SITE]

Help and Hints

Which parent are you?

This question is used to determine which parent is providing an FSA ID in order to access the IRS Web site.

You will temporarily leave the FAFSA on the Web site and go to an IRS website.

Authentication information that matches your 2016 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 click the "Submit" button. Follow all of the other instructions to transfer the IRS data into the FAFSA. *BE SURE TO CLICK THE SUBMIT BUTTON*.

If successful, a page that looks like this will open:

Click the box next to the first option and then click the "Transfer Now" button. That page will close and you will see this when you are returned to the FAFSA:

For the student to use the IRS Data Retrieval Tool, the pages will be similar.

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.