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.

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:

![Image of IRS.gov page](image)

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 processor 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.