

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.**

The screenshot shows the FAFSA application interface for parents. On the left, a vertical purple bar has the word "PARENT" written vertically. The main page title is "Parent Tax Information".
Fields:
- "For 2016, have your parents completed their IRS income tax return or another tax return?": dropdown menu showing "Already completed".
- "For 2016, what is your parents' tax filing status according to their tax return?": dropdown menu showing "Married-Filed Joint Return".
- "Did you, the parents, file a Puerto Rican or foreign tax return for 2016?": radio buttons for "Yes" and "No".
A callout box contains the text: "Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!" with a "LINK TO IRS" button.
Navigation buttons at the bottom include "PREVIOUS" and "NEXT".
Action buttons at the bottom: "NEED HELP?", "SAVE", "CLEAR ALL DATA", "VIEW FAFSA SUMMARY", and "EXIT".
A "Help and Hints" sidebar on the right discusses the question about tax returns for parents who are now married.

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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.

PARENT

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

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

FSA ID Password

[Create an FSA ID](#)
[Forgot Username](#)
[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**

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:

The screenshot shows a web page titled "Get My Federal Income Tax Information" from IRS.gov. At the top right are links for "Return to FAFSA", "Log Out", and "Help". Below that is a link for "Español". The main title is "Get My Federal Income Tax Information". A note below it says "See our [Privacy Notice](#) regarding our request for your personal information." A header "Enter the following information from your 2015 Federal Income Tax Return." includes a question mark icon and a "Required fields" link. The form contains the following fields:

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Social Security Number *	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Birth *	<input type="text"/> / <input type="text"/> / <input type="text"/>
Filing Status * ?	<input type="text"/> Single
Address - Must match your 2015 Federal Income Tax Return. ?	
Street Address *	<input type="text"/>
P.O. Box (Required if entered on your tax return) ?	<input type="text"/>
Apt. Number (Required if entered on your tax return)	<input type="text"/>
Country *	<input type="text"/> United States
City, Town or Post Office *	<input type="text"/>
State/U.S. Territory *	<input type="text"/> Select One
ZIP Code *	<input type="text"/>

Below the form are two informational paragraphs:

Select the button below to exit the IRS system and return to your FAFSA.

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.

Buttons at the bottom are "Return to FAFSA" and "Submit".

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:

 IRS.gov

[Return to FAFSA](#) | [Log Out](#) | [Help](#)

[Español](#)

2016 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 return to 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](#)

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:

 **You have successfully transferred your 2016 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 2016?

Transferred from the IRS

What was your adjusted gross income for 2016?

Transferred from the IRS

How much did you earn from working (wages, salaries, tips, etc.) in 2016?

Transferred from the IRS

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.