This is a step-by-step guide on how to complete the IRS Data Retrieval tool through FAFSA on the web. The IRS Data Retrieval is a required part of the Federal Verification Process. Below you will find an example of how a student may access the tool (if they have filed taxes).

Please note: both students and parents must go through the same process in order to transfer their own tax records.

## Step 1- Log in to FAFSA on the Web


- Click “Start here.”
  (See Figure 1-1)
  Note: Even if you are continuing your FAFSA or making corrections you still must select “Start Here.”

- Login with Student Information.
  (See Figure 1-2)

- Click “Next.”
  (See Figure 1-2)
Step 2- Select “Make FAFSA Corrections”

✓ Click the link that says: “Make FAFSA Corrections.” (See Figure 2-1)

✓ You will be directed to the “Student Demographics” tab. (See Figure 2-2)

✓ Ensure your FAFSA information is accurate and complete. (See Figure 2-2)
Step 3- Access Your Financial Information

✓ Select the “Financial Information” tab near the top of the screen. (See Figure 3-1)

In order to use the IRS Data Retrieval you must select “Already Completed.” Once selected you will be presented with the request to “Check all that apply or check none of the above.” (See Figure 3-2)

✓ Enter your FAFSA pin and select “Link to IRS.” (See Figure 3-2)

✓ Select “OK” to leave FAFSA-on-the-web and access the IRS Database. (See Figure 3-3)
**Step 4- Complete IRS Data Transfer**

- Allow IRS Database Access to upload to FAFSA on the Web by clicking “OK.”
  
  *(See Figure 4-1)*

- Ensure your information is correct and select “Submit.”
  
  *(See Figure 4-2)*

- Transfer data to FAFSA on the Web by checking the box and selecting “Transfer Now.”
  
  *(See Figure 4-3)*
Step 5- Return to FAFSA and Verify Your Information

✔ Your tax information will auto-populate into the tax fields on the FAFSA. *(See Figure 5)*

✔ You may correct any information before submitting the results.

![Figure 5](image)

✔ Complete the final steps of the FAFSA process, then sign and re-submit your FAFSA.

✔ Both student and parent must sign and submit the FAFSA for the results to be transmitted to The Master’s College.

Please Note: Our office is not able to answer any technical FAFSA questions, FAFSA must be contacted directly. You may reach them at:

1-800-4-FED-AID (1-800-433-3243)
or at 319-337-5665
FederalStudentAidCustomerService@ed.gov
http://www.fafsa.ed.gov/help.htm