If your tax return was filed electronically, allow 2-3 weeks for IRS processing before using data retrieval. If you filed a paper return, allow 8-11 weeks before using data retrieval.

For more information, go to www.StudentAid.gov or review our Frequently Asked Questions.

   - If this is your initial application, click ‘Start A New FAFSA’ and enter the information requested.
   - If you are making a correction to an already processed FAFSA, click ‘Login’, ensure the correct aid year is selected on the blue tab, and click on the “Make FAFSA Correction” link (you may need to log in with your PIN and create a password for the correction).

2. Under the Financial Information tab (for either student or parent), the first question will ask “Have you (the tax filer) completed your IRS income tax return?” If you have already filed, select “already completed.”

3. A series of questions will appear, such as:
   - You (the tax filer) filed taxes as married, filing separately
   - You (the tax filer) filed as head of household
   - You (the tax filer) filed an amended tax return
   - You (the tax filer) filed a Puerto Rican or foreign tax return
   - You (the tax filer) recently filed your taxes (within the last 2 weeks)

4. If you selected one of the above, the transfer option will not be available for you, and you will need to manually enter your tax information for each question. If you selected “none of the above,” you may need to enter the PIN of the tax filer; then click the “LINK TO IRS” button.

5. The next page will notify you that you will be leaving the FAFSA website temporarily; select “OK.”

6. On the IRS page, enter your personal information and click “Submit.”
   - Note: You must type your information exactly as it appears on your tax return, even if your information has changed. For example, if your tax return lists “Street,” you cannot put “St” in this online section.

7. If the IRS is able to validate your information, check the box “Transfer my Information Now” and push the “Transfer Now” button. You will return to the Financial Information tab on the FAFSA and the figures/numbers will be pre-populated in each field for you.

8. Click “Save” at the bottom of the screen and continue with the “next” button through any remaining sections until you reach the last section to re-sign and submit your FAFSA. (You must re-submit your information so we get your updated results.)

9. Students who are making a correction will need to re-sign their FAFSA with their PIN and click “agree” to the “Terms of Agreement.”
   - Note: If the student is dependent and included parent information, the parent will also need to complete this step.

10. Select “Submit My FAFSA now.” A “Congratulations” screen will appear if you correctly submitted your results.

Note: It is important to NOT update the information on your FAFSA once you have used the data retrieval tool. Doing so may require you to submit a tax return transcript at a later date.