Using the IRS Data Retrieval Tool

Login to your FAFSA account (www.studentaid.gov/fafsa). If you and/or your parent, if dependent, do not have an FSA ID (username and password) you will be able to create one. If you had a PIN, you will be able to enter it and link it to your FSA ID.

> ### *Need Help?*
> **At any time, or if your tax data is not found, you can click on the "contact us" button and obtain the phone number for FAFSA or the link to chat online to receive help.**

____ **Choose the Academic Year –**

"**2022-2023 FAFSA**" covers the Fall 2022, Jan 2023 and Spring 2023 semesters

____ Choose **"Make a Correction"**.

____ Go to "**Financial Information"** from the bar across the top.

____ Choose **"Already Filed"** when asked if taxes have been filed.

____ Answer "**No**" to the tax filing questions that appear.

____ Click "**LINK to IRS"** (Dependent students will need to put in the parent's FSA ID).

____ Click "**OK**" indicating you are leaving the FAFSA website.

____ Click "**OK**" to access the IRS database (Name should appear exactly as it is on the tax return including the middle initial).

____ Input filing status, Address, City, State, Zip (PO Box/Apt. # if applicable – information should appear exactly as it is on the tax return).

____ Click "**Submit"**.

If information is found you will see the tax information displayed.

____ Click **"transfer"** on the left side (first button).

____ Click "**transfer now"** on the right hand side.

Once back in your FAFSA account click next at the end of each page until you get to the signature page.

____ Enter FSA ID (for dependents enter Parent FSA ID as well).

____ Click **"agree"** to conditions & **"sign"**.

____ Click submit FAFSA and print confirmation.

____ Exit and Logout of FAFSA.

> **If information is not found**, confirm that the information you provided matches with the appropriate tax return and try again.
>
> If information is still not found, you will have to order a tax return transcript from the IRS – visit https://www.converse.edu/admissions/undergraduate/financial-aid/irs-retrieval-tool/ for detailed information or go to www.IRS.gov > "Order a Return or Account Transcript". Be sure to order a Tax Return Transcript.

Once you have completed this process, a corrected application will be sent to the schools listed on your Student Aid Report. Allow 7-10 business days for processing.