**FAFSA – IRS Data Retrieval Tool**

For the 2023-2024 award year, students/parents who indicate they *have filed* a 2021 Federal Income Tax Return will be directed to use the IRS Data Retrieval Tool to report or update their income information on the FAFSA.

- The IRS Retrieval Tool gives students/parents the ability to transfer their income information directly from the IRS onto the FAFSA.

- When you answer that you have *Already Completed* your 2021 IRS income tax return, you may be eligible to transfer your tax data onto the FAFSA using the IRS Retrieval Tool. You must also know your tax filing status to use the IRS Retrieval Tool.

1) Click “Continue” and there will be a message informing you that you are leaving FAFSA on the Web and being directed to the IRS website.

(Note: If your tax filing status was “Married-Filed Separate Return”, or you filed a Puerto Rican or foreign tax return for 2021, the IRS Retrieval Tool will not be available for your use.)
2) Click “Proceed to the IRS” and “Ok”

3) Once you are connected to IRS.gov:
   a. Enter your address exactly how it looks on your 2021 Federal Income Tax Return
   b. Click “Submit”
4) You will be provided a list of all the possible fields from a tax return that could transfer back into the FAFSA form. (Your tax information will be masked for your security)
   a. Select Transfer My Tax Information into the FAFSA Form
   b. Select Transfer Now

5) Once you have transferred your data, you will be returned to the FAFSA website to complete the remaining questions on the FAFSA.