

## Instructions for Using the IRS Data Retrieval Tool

The IRS Data Retrieval Tool is available:

- Within 1-2 weeks of electronically filing your taxes
- Within 6-8 weeks of filing a paper tax return

To get started:

1. Have a copy of your tax return on hand
2. Login to [www.fafsa.gov](http://www.fafsa.gov)
3. Enter student's personal information
4. Select the Make FAFSA Corrections link under the correct academic year
5. Enter your PIN and password you created when you filed your FAFSA
7. Click on the Financial Information tab at the top of the screen
8. The first question will ask if you've completed an IRS tax return –select already completed
9. Select the appropriate tax filing status
10. Complete questions under **“You may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS”**
11. If you select No to all the questions in step 10, you will then click LINK to IRS
  - Once on the IRS web site, enter the all requested information *exactly as they appeared on your tax return*. Click Submit
  - If the IRS is able to confirm your identity, your IRS tax information will be displayed. Click Transfer Now
  - Return to the FAFSA website using the link provided
  - *Do not change any information that is transferred directly from IRS*
12. Dependent students will need to proceed to the Student Tax Information in the Financial Information section and repeat these steps if they have filed a tax return
13. Once the retrieval is complete, click on the Sign & Submit tab at the top of the screen and submit your corrections. Corrections will be sent to SUNY WCC within 3-4 business days

If you are unable to use the IRS Data Retrieval Tool, you can request a tax transcript from the IRS by calling 1-800-829-1040 or by going to [www.irs.gov](http://www.irs.gov). See instructions on ordering a tax transcript.

For more information please contact the Financial Aid Office.