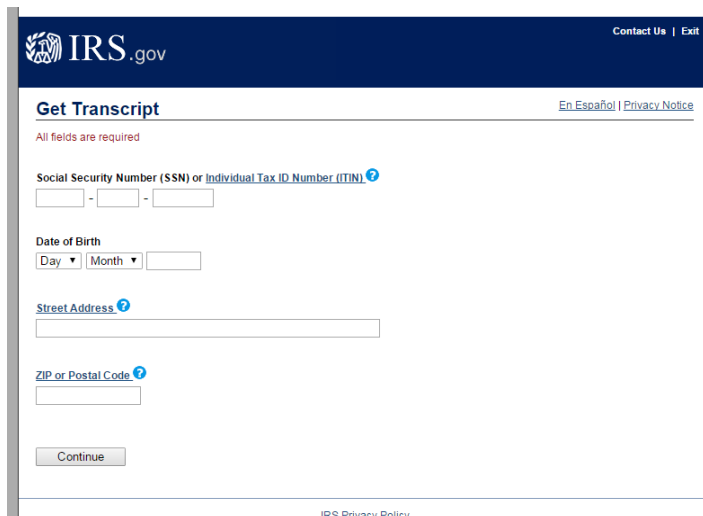


Steps to Utilize IRS Data Retrieval Tool

1. Go to www.fafsa.ed.gov. Click “Start Here”.
2. .Enter FSAID and Password. If you do not have an FSAID or Password, click on “Create FSAID.”
3. Click “Make FAFSA Corrections”
4. Click “Financial Information” at the top of the page. Select “Already Completed”. Answer each of the questions regarding your tax filing status.
5. Click on “Link to IRS”
6. You will be directed to IRS website. Enter your information exactly as it appears on your or your parent’s taxes. Click “Submit”.
7. Click “Transfer My Tax information into the FAFSA”. Click “Transfer Now”.
8. Enter your wages from your W2(s) and your parents’ W2(s).
9. Review information. Click “Sign and Confirm” tab, then you and or your parents enter Pin and Click “Submit”.
10. Print Confirmation Page.

If you are unable to use the IRS Data Retrieval Tool, you may go online to request an IRS tax transcript.

1. Go to www.irs.gov. Under Tools, Click “Get a Transcript”
2. Click “Get Transcript by Mail”.

The image shows a screenshot of the IRS website's 'Get Transcript' page. The page has a dark blue header with the IRS logo and 'IRS.gov' text. Below the header, there is a title 'Get Transcript' and a link for 'En Español | Privacy Notice'. A red note states 'All fields are required'. The form contains several input fields: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)' with a three-part box; 'Date of Birth' with dropdown menus for Day and Month; 'Street Address' with a single-line text box; and 'ZIP or Postal Code' with a single-line text box. A 'Continue' button is located at the bottom of the form. A small link for 'IRS Privacy Policy' is visible at the bottom of the page.

3. Enter Social Security #, Date of Birth, **Street Address** as it appears on 2015 Tax Return, Zip Code.

You may contact the IRS at 1-800-908-9946 to request an IRS tax return transcript.