

# Updating your FAFSA: IRS Data Retrieval Tool or Tax Transcript

If you estimated your 2014 income and tax information when you first submitted the 2015-2016 FAFSA, you must update your income information once you have filed your taxes. The IRS Data Retrieval Tool is the best way to do that because it transfers your tax information directly to the FAFSA. However, some people are ineligible and must request a tax transcript from the IRS.

## IRS Data Retrieval Process

This tool should be available about two weeks after you submit an electronic tax return. If you filed a paper form, allow eight weeks for the tool to be available.

### What you will need:

- Student's Social Security number and date of birth
- PIN numbers for both student and parent (if applicable)
- FAFSA on the Web password
- Copy of student's and parent's income taxes / W-2s

### Are you eligible for the Data Retrieval Tool?

**Some families will not be eligible to use the IRS Data Retrieval Tool.** If any of the following situations apply to you, you are **NOT** eligible to use the tool.

- Tax filing status is Married Filing Separately
- Tax filing status is Head of Household
- Filing an amended tax return
- Filing a foreign tax return

That means you'll need to update your information manually, using a copy of your completed 2014 tax return and any supporting documents. If the student's FAFSA is selected for verification, you must submit a tax return transcript. You may request a transcript by calling 1-800-908-9946 or by visiting [irs.gov/Individuals/Get-Transcript](http://irs.gov/Individuals/Get-Transcript).

Tax return transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return.

1. Go to [fafsa.gov](http://fafsa.gov).
2. Log in to the student's FAFSA record.
3. Select "Make FAFSA Corrections" and use the "Next" button at the bottom of each page to navigate to the Financial Information section.
5. Change income tax filing status to "Already Completed."
4. Answer the filtering questions to determine if you are eligible to use the IRS Data Retrieval Tool.
5. If eligible, the parent will be asked to enter his/her PIN before linking to the IRS website.
6. Follow the onscreen instructions to complete the process. After the IRS has validated your identification, your IRS tax information will display. You can transfer your information from the IRS or return to FAFSA on the Web. If you transfer your tax information, questions that are populated with that tax information will be marked with "Transferred from the IRS."  
*Note: Be sure to enter your address exactly as it appears on tax return.*
7. Once the data retrieval is complete, check each field for accuracy and complete any questions requiring information not transferred from the IRS. *Note: Do not change any data transferred from the IRS.*
8. Submit FAFSA corrections.

For more information about college planning services and financial aid programs available to Kentucky students, please call 800.928.8926 or visit [kheaa.com](http://kheaa.com).

