

# Using the IRS Data Retrieval Tool

Login to your FAFSA account ([www.fafsa.gov](http://www.fafsa.gov)). If you and/or your parent, if dependent, do not know your PIN, go to the PIN Website ([www.pin.ed.gov](http://www.pin.ed.gov)) and “request a duplicate”. If you do not have a PIN go to the PIN Website to “apply” for a PIN.

## **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 an Academic Year –

“2013-2014 FAFSA” covers the fall 2013, spring 2014, and summer 2014 semesters  
or

“2014-2015 FAFSA” covers the fall 2014, spring 2015, and summer 2015 semester.

\_\_\_\_\_ 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 PIN).

\_\_\_\_\_ 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 PIN (for dependents enter Parent PIN 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 – See the Financial Aid Office for contact information or go to: 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. Periodically check your SCC email account and allow 7-10 business days for processing. Items needed to complete your file can be viewed through My SCC portal in WebAdvisor under My Documents.*