

## Data Retrieval Tool Instructions

### UTILIZE THE DATA RETRIEVAL TOOL

- 1) Navigate to [www.fafsa.gov](http://www.fafsa.gov).
- 2) Log-in with your FSA ID and password.
- 3) Make sure you are on the 2021-2022 tab.
- 4) Select the Make FAFSA Corrections link, if you have already submitted your FAFSA. If not, navigate to the Financial Information Tab.
- 5) Select "Link to IRS" button.
- 6) Enter in address, city, state, and zip code, as shown on your 2019 tax return.
- 7) Select the Transfer from IRS checkbox, then select transfer.
- 8) Do not modify any information marked Transferred by IRS.
- 9) Sign with FSA ID for both student and parent (if applicable), and resubmit.

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