Students and parents using FAFSA on the web and who have already submitted their federal tax return can electronically receive their tax data from the IRS. If the data is received successfully and unchanged, you may not have to submit an IRS Transcript to the Financial Aid Office.

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA), and transfer the data directly into their FAFSA from the IRS Web site.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

1. It’s the easiest way to provide your tax data.
2. It’s the best way of ensuring that your FAFSA has accurate tax information.
3. You won’t need to provide a copy of your or your parents’ tax returns to your college.

It is not recommended to use this tool if the following applies to you or your parent(s):

- Married, filing Separate or Head of Household
- Amended Taxes
- Puerto Rican or Foreign tax return

The best way to verify income is by using the IRS Data Retrieval Tool that is a part of FAFSA on the Web:

1. Go to www.FAFSA.gov - log-in
2. Click on “Make FAFSA Corrections”
3. Navigate to “Financial Information Section”
4. Click on the IRS Data Retrieval Tool. Enter the required information to transfer IRS income tax information to your FAFSA
5. Resubmit your FAFSA

Please Note: The address needs to be EXACTLY how you entered it on your tax return. “Avenue,” cannot be entered as “avenue” or “AVENUE” - AVE. would need the period

ALSO: Apartment numbers need to go in the separate Apartment Number box.