How to Use the Data Retrieval Tool for your Tax Information

(it must be 2 weeks after electronically filing your taxes; or 6-8 weeks if you mailed your taxes)

1) Log into your FAFSA at www.fafsa.ed.gov
2) Select Make FAFSA Corrections (in small blue print, located at the bottom of the My FAFSA Welcome box)
3) Click on the Financial Information Tab at the top
4) Select “None of the Above” when it asks about your taxes
   (IF you filed your taxes as Married Filing Separate, Head of Household, Amended Tax Return then you must request your federal tax transcript from the IRS at 1-800-908-9946 or online at www.irs.gov)
5) Link to IRS button will then show
6) Click on this Link to IRS button
7) A few pop ups will appear, read and select okay
8) Enter how you filed your taxes and your address as it is shown on your federal taxes
9) Select Transfer and then Transfer Now button
10) Information then will show in bold Transferred from IRS on your FAFSA
11) Go to the end of your FAFSA, SIGN and SUBMIT it

*In 3-5 business days your ✓ red check on Bulldog Connection should turn to ✓ green