1. **Helpful Hints for using the IRS Data Retrieval Tool when you file your FAFSA:**

    *   in the Financial Information section of the FAFSA, follow the instructions to use the IRS Data Retrieval tool
    *   enter the tax return status, then answer the question regarding IRS Retrieval Tool options
    *   if eligible, proceed to the retrieval process
    *   say ok to leaving the FAFSA Website
    *   enter name, address and filing status **EXACTLY** as it appears on your Federal Tax Return. If a middle initial is on the tax return, enter a space after the first name and then the middle initial
    *   enter transfer now,
    *   say ok to return to FAFSA
    *   choose the sign and submit page, select sign electronically and enter PIN
    *   scroll to bottom of page and select SUBMIT

2. **Instructions to go back into your FAFSA and use the Data Retrieval Tool:**

    *   go to the website: www.FAFSA.gov
    *   log in to the student's FAFSA record
    *   select "Make FAFSA Correction"
    *   navigate to the Financial Information section
    *   choose the financial information for student
    *   follow the instructions to use the IRS Data Retrieval tool
    *   enter the tax return status, then answer the question regarding IRS Retrieval Tool options
    *   if eligible, proceed to the retrieval process
    *   say ok to leaving the FAFSA Website
    *   enter name, address and filing status **EXACTLY** as it appears on your Federal Tax Return if middle initial is on the tax return, enter a space after the first name and then the middle initial
    *   enter transfer now,
    *   say ok to return to FAFSA
    *   choose the sign and submit page, select sign electronically and enter PIN
    *   scroll to bottom of page and select SUBMIT

    If you receive an "Information does not match" message, this is because:.

    *   Tax return was recently filed and the information is not available from the IRS.
    *   Address associated with PIN number does not match address on tax return
    *   SSN does not match

    If you cannot successfully use the Data Retrieval Tool, a Tax Transcript must be provided.