

# Instructions for Tax Filers

## To use the IRS Data Retrieval Tool

Log into FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Go to the financial information tab

Select the IRS Data Retrieval Tool

You will need to enter your address EXACTLY as it appears on your tax return (same capitalization, punctuation and abbreviations) and then transfer your information from the IRS into your FAFSA.

Go to the Sign and Submit tab of FAFSA and enter your FSA ID and password to sign and submit.

## If you are unable to use the IRS Data Retrieval Tool (or have decided not to):

You will need a copy of your 2015 Tax Return Transcript from the IRS. You can request the Tax Return Transcript online at:

<https://www.irs.gov/individuals/get-transcript>

Or by calling the IRS at 800-908-9946.