This option is available to most filers, about 3 weeks after you electronically file a federal tax return (or 8 weeks after you paper file). Exceptions may include the following:

- You owe (and the IRS hasn't processed your payment yet)
- You are married filing separate or separated filing joint
- You were granted a filing extension by the IRS
- You filed an amended federal tax return
- You are a victim of identity theft
- You are filing a foreign return

If you already filed your initial Free Application for Federal Student Aid (FAFSA) for the school year or you need to correct your FAFSA now that you filed your federal return, you may be eligible to follow these step-by-step instructions to use the IRS "Data Retrieval Tool."

1. Visit www.FAFSA.gov to login by clicking "Start Here"
2. Enter your personal login information
3. Choose "Make FAFSA Corrections"
4. Enter your User Name and Password
5. Choose the "Financial Information" tab at the top of the page
6. You will need to choose your filing status
   NOTE: The only option that will work with the DRT is the "Already Completed" option
7. Choose your correct filing status
8. Answer all of the listed questions

9. Click the "Link to IRS" button

10. You will then click the "Ok" button two different times before entering the IRS website

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11. **IMPORTANT**: You will need to enter your address the **EXACT** same way that it was entered on your tax return

12. Choose "Submit"
13. Check "Transfer My Tax Information into the FAFSA" and click "Transfer Now"

But wait! YOU ARE NOT FINISHED YET…

14. You will be directed back to the FAFSA, you must choose "Sign and Submit" on the toolbar.

15. Enter your User Name and Password (and if required, your parent will enter theirs)
16. Choose "Agree"
17. Choose "Submit My FAFSA Now"
18. Contact the financial aid office to let us know that you have completed the DRT so we can make sure that your information transfers into our system

If the DRT does not work, obtain a 2015 Tax Return Transcript by using the options outlined in the 2017/2018 Verification Instructions at http://cgcc.us/financial-aid/forms.

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