




This option is available to most filers, about 3 weeks after you electronically file a federal tax return (or 8 weeks after your 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

 You may be able to use the [IRS Data Retrieval Tool](#) to view and transfer your tax information from the IRS.


Did you file an amended tax return?
 Yes No

Did you file a Puerto Rican or foreign tax return?
 Yes No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?
 Yes No

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA.

[LINK TO IRS](#)

9. Click the "Link to IRS" button  [LINK TO IRS](#)

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

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

IRS.gov Return to FAFSA | Log Out | Help Español

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information as it appears on your 2011 Federal Income Tax Return. Required fields *

| | |
|--|---------------|
| First Name * | |
| Last Name * | |
| Social Security Number * | |
| Date of Birth * | |
| Filing Status * | Select One |
| Address - Must match your 2011 Federal Income Tax Return | |
| Street Address * | |
| P.O. Box (Required if entered on your tax return) | |
| Apt. Number (Required if entered on your tax return) | |
| Country * | United States |
| City, Town or Post Office * | |
| State/U.S. Territory * | Select One |
| ZIP Code * | |

12. Choose “Submit”

13. Check “Transfer My Tax Information into the FAFSA” and click “Transfer Now”

But wait! YOU ARE NOT FINISHED YET...

Transfer My Tax Information into the FAFSA

The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information. Transfer Now

Do Not Transfer My Tax Information and Return to the FAFSA

By clicking the “Do Not Transfer” button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA. Do Not Transfer

[IRS Privacy Policy](#)

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

STUDENT

Student Demographics | School Selection | Dependency Status | Parent Demographics | Financial Information | **Sign & Submit**

Student Financial Information

Help at

Student File Tax Que

You must select that describes status:

- Already con
- Will file
- Not going to

Values were assumed for certain answers on your FAFSA. The assumed values display in the entry field and the reported values display above the entry field. You should review the assumed values below and make corrections if necessary.

You have successfully transferred your 2011 IRS tax information.

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 2016 Tax Return Transcript by using the options outlined in the 2018/2019 Verification Instructions at <http://cgcc.us/financial-aid/forms>.

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