



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

The screenshot shows the IRS.gov website with the title 'Get My Federal Income Tax Information'. Below the title, there is a privacy notice and a prompt to enter information from the 2011 Federal Income Tax Return. The form includes fields for First Name, Last Name, Social Security Number, Date of Birth, Filing Status, Address (Street Address, P.O. Box, Apt. Number), Country, City/Town/Post Office, State/U.S. Territory, and ZIP Code. The 'Street Address' field is highlighted with a red circle and an arrow pointing to it from the left.

12. Choose "Submit"

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

But wait! YOU ARE NOT FINISHED YET...

The screenshot shows the 'Transfer My Tax Information into the FAFSA' section. It contains two radio button options: 'Transfer My Tax Information into the FAFSA' (checked) and 'Do Not Transfer My Tax Information and Return to the FAFSA'. The 'Transfer Now' button is circled in red with an arrow pointing to it from the left.

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

The screenshot shows the FAFSA Student Financial Information toolbar. The 'Sign & Submit' button is circled in red with an arrow pointing to it from the right. The toolbar includes buttons for Student Demographics, School Selection, Dependency Status, Parent Demographics, Financial Information, and Sign & Submit. Below the toolbar, there is a message box indicating that the user has successfully transferred their 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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