

# Using the 2016 Data Retrieval Tool

The easiest way to provide your tax data is to use the IRS Data Retrieval Tool on the FAFSA website ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If this tool is used, you will not be required to provide IRS Tax Return Transcripts if your application is selected for verification.

When you reach the financial information for yourself **and/or** your parents, you will be asked to answer the following questions.

### Student Tax Information

**Attention!** You must provide financial information from your 2016 tax return on the following pages.

Application was successfully saved.

For 2016, have you completed your IRS income tax return or another tax return?  
Already completed

For 2016, what is your tax filing status according to your tax return?  
Single

Did you file a Puerto Rican or foreign tax return for 2016?  
 Yes  No

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)

[LINK TO IRS](#)

### Help and Hints

#### Student's 2016 Tax Return Filing Status Question 34

If you filed or will file a tax return, you must select your tax return filing status for 2016:

- Single
- Head of Household
- Married-Filed Joint Return
- Married-Filed Separate Return
- Qualifying Widow(er)
- Don't know

If you (and if married, your spouse) filed a 1040 or 1040A tax return, select the tax return filing status from the "Filing Status" field of your tax return.

If you (and if married, your spouse) filed a 1040EZ tax

The "LINK TO IRS" button will appear if you are eligible to use the IRS Data Retrieval Tool. Click on the "LINK TO IRS" button, enter the required information shown below then click on "PROCEED TO IRS SITE" to transfer your tax information directly from the IRS.

### STUDENT

#### Leaving FAFSA on the Web

You are now leaving *FAFSA on the Web* and will be transferred to the IRS Web site to access your IRS tax information. Your FAFSA information will be saved.

Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to *FAFSA on the Web* from the IRS Web site. If you do not transfer your information or choose not to return to *FAFSA on the Web* from the IRS Web site, you will have to log in to open your saved FAFSA.

For your protection, your tax return information will not display on the IRS Web site or on the FAFSA.

What is your (the student's) FSA ID?  
FSA ID Username or Verified E-mail Address  
 [Create an FSA ID](#)

FSA ID Password

Click **Proceed to IRS Site** to continue. Otherwise, click **Skip IRS Transfer**.

If you have any questions or problems using this tool, view available [Help](#) options for assistance.

[SKIP IRS TRANSFER](#) [PROCEED TO IRS SITE](#)

### Help and Hints

#### What is your (the student's) FSA ID Username or Verified E-mail Address?

You must enter your FSA ID username. If you have verified the e-mail address on file with your FSA ID, you may use it instead of your username to access the IRS Web site and request your income tax information.

If you do not already have an FSA ID, you can [create an FSA ID](#).

If you have an FSA ID but do not remember your username or verified e-mail address, click [Forgot Username](#).

**Note:** Your FSA ID e-mail address may be different from your FAFSA e-mail address.

## Important!

You must continue to the end of the FAFSA application. Your information has not been sent to the Federal Processing Center until you (and your parents if you are a dependent student) have signed (using your FSA ID) and clicked on the Submit FAFSA now tab. Your application has not been submitted until you see a "Confirmation Page".