# Instructions for using the IRS Data Retrieval

The IRS Data Retrieval Tool is available:
- Within 1-2 weeks of electronically filing your taxes
- Within 6-8 weeks of filing a paper tax return

To get started:
1. Go to www.fafsa.gov
2. Click the Start Here button and log into the FAFSA
3. Enter **student's** personal information
4. Select the **Make Corrections** link
5. Enter your password that you created when you first filed the FAFSA
6. Enter the **student's** PIN number
7. Click on the Financial Information tab at the top of the screen
8. The first question will ask if you've completed an IRS tax return – select already completed
9. Select the appropriate tax filing status
10. If you select the **None of the Above** option, you will then need to:
    a. Enter your PIN at the bottom of the screen and **LINK** to the IRS website
    b. Enter the requested information and click Submit and then Transfer Now
    c. Click OK to return to the FAFSA website
11. Dependent students will need to proceed to the Student Tax Information and repeat these steps if they have filed a tax return
12. Once the retrieval is complete, click on the Sign & Submit tab at the top of the screen and submit your corrections.

Corrections will be sent to SUNY Cobleskill within 3 business days.

If you are unable to use the IRS Data Retrieval Tool, you can request a tax transcript from the IRS by calling **1-800-829-1040** or by going to [www.irs.gov](www.irs.gov).  See instructions on ordering a tax transcript

For more information please contact the Financial Aid Office at SUNY Cobleskill.

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