If a student has already completed their FAFSA and failed to use the DRT they would need to log in to the FAFSA website and select the “Make FAFSA Corrections” link.

The student will then need to enter their PIN and Password – click Next.

Once the student is logged in - they will need to select the “Financial Information” tab.
The Financial Information Tab will be available to the student and parent separately (if dependent). The user should answer “Already Completed” to the Question ‘For 2011 have you (your parents) completed their IRS income tax return or another tax return”

If the DRT is available for the user they will receive the box below ‘You (your parents) may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS’ Select “None of the Above” Another box will appear that will allow the user to enter their PIN and click the link to the IRS.

The user will be informed they are Leaving the FAFSA on the Web page and being routed to the IRS website.
The user will then need to enter pertinent information. Verify that the information entered on the IRS website matches exactly what is on their FAFSA. If the information matches the users Federal Income Tax Information will populate on the screen.

Ensure that the user selects to “Transfer My Tax Information Into the FAFSA” clicks on the “Transfer Now” button. The user should receive a “Successful” message. To save and submit the updated transaction the user must click on the “Sign & Submit” tab and electronically sign the FAFSA and then click on the Submit to FAFSA button.