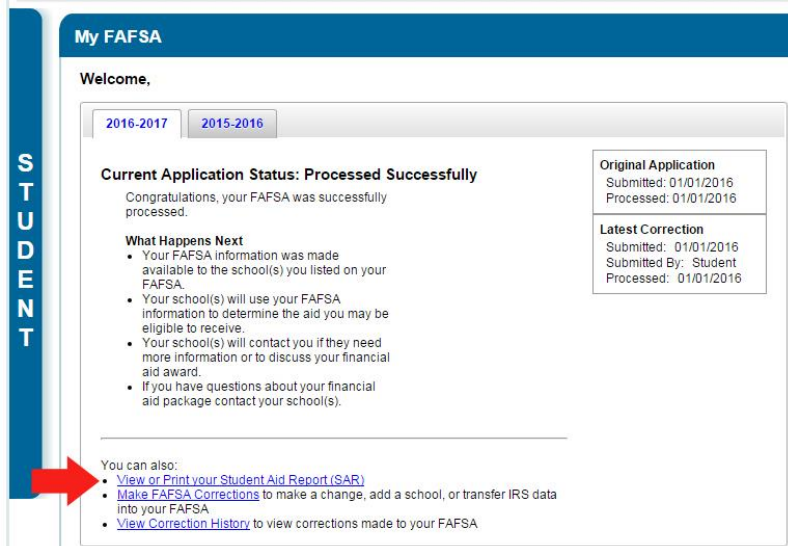


How to Use the Data Retrieval Tool

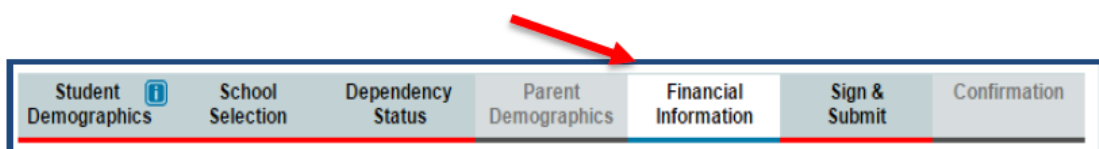
1. Visit the FAFSA website at www.fafsa.ed.gov
2. Click on the green **Login** icon.



3. Enter your name, social security number, and date of birth. Then click Next.
4. Select Make **FAFSA Corrections** link.



5. Enter in your FSA ID number and create a password. Then click Next.
6. Click on the **Financial Information** tab.



7. Answer the questions regarding the Student Tax Information. After questions are answered, click **LINK TO IRS**.

8. Read the pop up warnings that appear to notify you that you are leaving the FAFSA website and select OK.
9. Enter in your tax filing information (name, status, and address) as it appears on your federal taxes *WARNING* Information needs to match taxes exactly in order for the IRS to confirm your identity.
10. Check mark the box for **Transfer My Tax Information in the FAFSA**. Then select **Transfer Now**.

11. Information on FAFSA will display with bold **Transferred from IRS**.
12. If dependent student, repeat steps for parental tax information.
13. Click Next until you reach the **Sign and Submit tab**. Enter in FSA ID Number and Agree to the terms and conditions of the FAFSA. Click **Submit**.
14. Within 3-5 business days, NSCC will receive an updated FAFSA with will satisfy your tax transcript requirement on your myNSCC account.