

Using the Data Retrieval Tool

- a. **If your tax returns were filed *electronically* use the IRS Data Retrieval Tool to complete the FAFSA.**
 - i. If you already filed your FAFSA and did not use the IRS Data Retrieval Tool but would like to use the tool to complete the verification process, log on to www.FAFSA.ed.gov, click Start Here, login, and start a correction.
 - ii. Once in the FAFSA, navigate to the "Finances" section, where the option to use the tool displays for eligible students and parents and then transfer the IRS tax information into your FAFSA.
 - iii. Make sure both the parent and student sign the form using their pins and that you click through until you get a confirmation page saying your FAFSA is successfully submitted.
 - iv. A new FAFSA with any updated information will automatically be sent to St Thomas Aquinas College's Financial Aid Office for use in the verification process.
 - v. **We strongly recommend you use the DRT if it is available to you.**