

# How to UPDATE THE FAFSA

If selected for verification, you may need to upload verified income tax information using the IRS Data Retrieval process. You may also want to add or delete colleges, or make other changes.

## Updating your FAFSA using IRS Data Retrieval

1. Go to **FAFSA.gov** and click on "Login." Enter student's FSA ID.
2. Click on "Make a FAFSA Correction."
3. Continue to "Parent Financial Information."
  - Under "IRS Data Retrieval," select "parent 1" or "parent 2" and enter that parent's FSA ID. Click on "Link to IRS."
  - Enter the address and tax filing status exactly as it appears on the tax form. Click on "Submit."
  - Select "Transfer My Tax Information to the FAFSA" and click on "Transfer Now."
  - Transferred information will be identified on the FAFSA. DO NOT change any of that data.
4. Go to the "Student Financial Information" screen.
  - Under "IRS Data Retrieval," enter the student's FSA ID and click on "Link to IRS."
  - Enter the address and tax filing status exactly as it appears on the student's tax form. Click on "Submit."
  - Select "Transfer My Tax Information to the FAFSA" and click on "Transfer Now."
  - Transferred information will be identified on the FAFSA. DO NOT change any of that data.
5. Continue through the screens and select "Submit."
6. Watch for an updated Student Aid Report after your changes are processed.

## Adding or Deleting Colleges

1. Go to **FAFSA.gov** and click on "Login." Enter student's FSA ID.
2. Click on "Make a FAFSA Correction."
3. Click on the "School Selection" tab.
4. Search for colleges by state or school code. If you add a college, select a housing plan.
5. Continue through the screens and then select "Submit."
6. Watch for an updated Student Aid Report after your changes are processed.

## Making Other Changes

1. Go to **FAFSA.gov** and click on "Login." Enter student's FSA ID.
2. Click on "Make a FAFSA Correction."
3. Click on the appropriate tab.
4. Change the information as needed.
5. Continue through the screens and then select "Submit."
6. Watch for an updated Student Aid Report after your changes are processed.