

The IRS Data Retrieval Tool

SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA®

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA.

WHY

EASY Transfer info with the click of a button.

FAST Instantly retrieve your information.

ACCURATE Correctly fill in data fields.

HOW



Data Retrieval may not work for certain marital statuses



1 Log in to your current FAFSA, or start a new FAFSA at www.fafsa.gov

2 In the finances section of the FAFSA, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.

3 Click the "Link to IRS" button and log in with the IRS to retrieve your tax return information.

4 Review your tax return information, and see the tax data that will be transferred into your FAFSA.

5 Check the "Transfer My Tax Information into the FAFSA" box, and click the "Transfer Now" button.

6 Review your federal tax return information that has been transferred into the data fields on your FAFSA.

***IF DATA RETRIEVAL DOES NOT WORK:** Sign and Submit Your FAFSA. If you were asked to submit your tax information (or your parent(s)/spouse) to Student Financial Services, you need to order a **2015 Tax Transcript**. This can be obtained from the IRS at <http://www.irs.gov/Individuals/Order-a-Transcript> or by calling 1-800-908-9946. Once you receive the IRS Tax Transcript, you will need to submit it to the Student Financial Services Office.

WHEN

AVAILABLE

The IRS DRT is available the first Sunday in February.

TRANSFER

Depending on whether you filed your taxes electronically or by mail, you may be able to use the IRS DRT in as little as two weeks from when you filed your tax return.

REMEMBER

If you submitted your FAFSA before you filed your taxes, you can still transfer your tax return information. Log in to your FAFSA and update your tax return status to "Already Completed." You will see the link to the IRS DRT. Follow steps three through six above and resubmit your FAFSA.

The IRS DRT can be used by both students and parents.

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To learn more about the IRS DRT, visit StudentAid.gov/irs-drt