

FAFSA IRS Data retrieval Tool (DRT) Instructions

The IRS Data Retrieval Tool (IRS DRT) within the FAFSA electronically transfers your federal tax return information into your FAFSA form.

Here's how the IRS DRT process works, assuming your tax information is available:

1. From within the FAFSA the IRS DRT takes you to the IRS website, where you'll need to provide your name and other information exactly as you provided it on your tax return. Some information will be prepopulated from your FAFSA form.
2. At the IRS site, you'll see a page that indicates that your tax information is available. (For security and privacy protections, you won't see the actual information.) You can choose to import your information into the FAFSA form, or you can cancel your request and return to the FAFSA site.
3. If you choose to import your information into the FAFSA form, you'll find that on the FAFSA site, instead of your tax information being displayed, you'll see "Transferred from the IRS" in the appropriate fields. You won't be able to make changes to those answers.

Why do it?

EASY: Transfer info with the click of a button.

FAST: Instantly retrieve your information.

ACCURATE: Correctly fill in your information.

Instructions:

1. Log in to your current FAFSA form or start a new application at studentaid.gov
2. In the finances section of the online form, 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 your FSA ID to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" button.
5. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.
6. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

The IRS DRT can be used by both students and parents. To learn more about the IRS DRT, visit StudentAid.gov/irsdrft.