

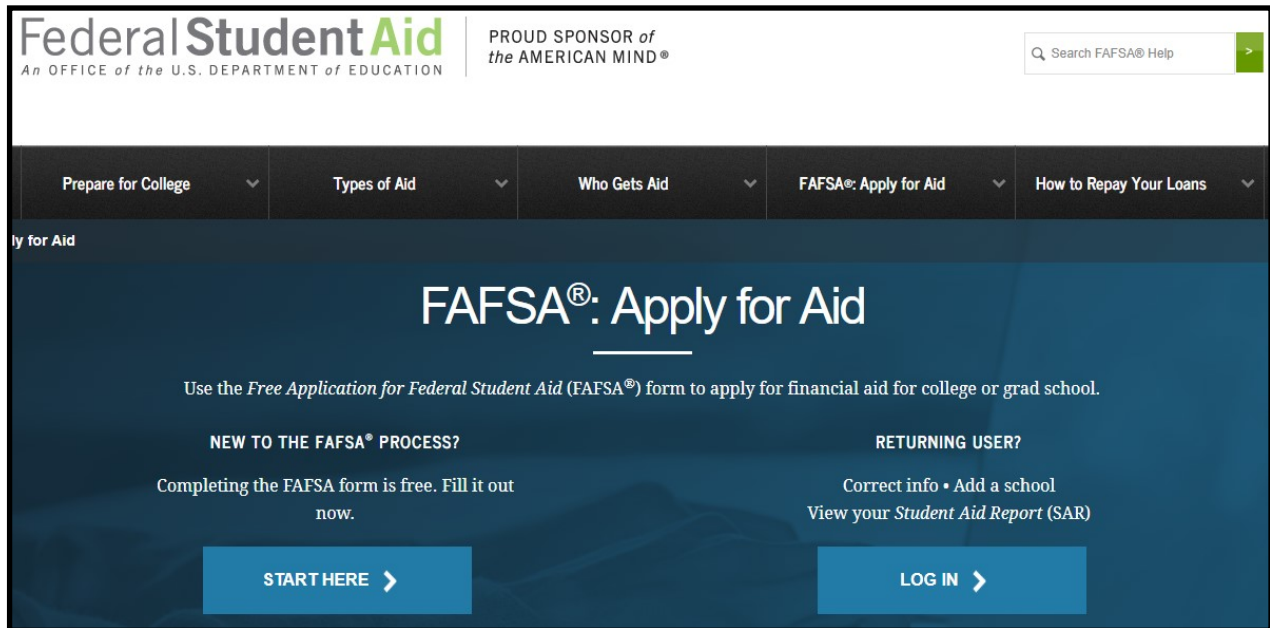


Instructions for IRS Data Retrieval Tool

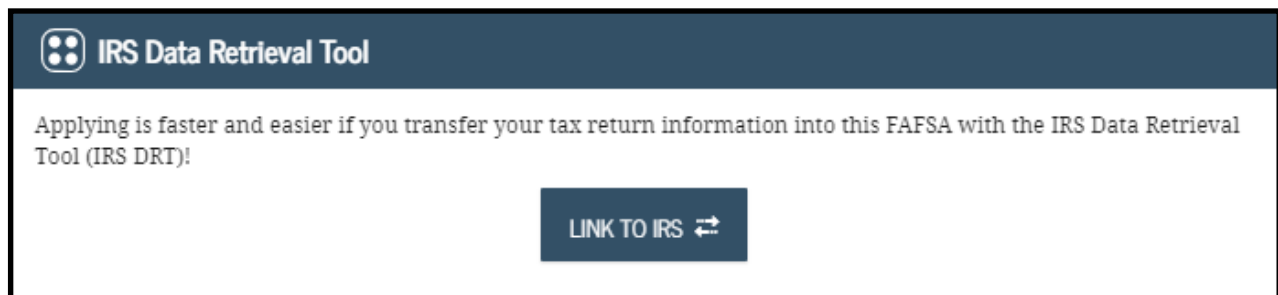
IRS Data Retrieval Tool

The IRS Data Retrieval Tool electronically transfers your federal tax return information into your FAFSA form

1. Log in to your current FAFSA form or start a new application at fafsa.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 federal tax return 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.
7. Submit the FAFSA. The Financial Aid Office will be notified in 1-3 days.