

IRS Data Retrieval Tool:

Completing the IRS DRT when you *initially* file the FAFSA:

- Log into www.fafsa.gov and begin the application. Once to the “**Financial Information**” section, you will be asked if you have or have not filed your taxes. **If you have already filed your taxes (at least 10 days prior), you may have the option to use the IRS DRT.**
NOTE: Parental information requires separate IRS access and can only be done by the parent. If you have not yet filed your taxes and select the “**will file taxes**” option, you cannot use the IRS Data Retrieval at this time.
- Click “**Link to IRS**” and then “**OK.**” You will be transferred to the IRS website.
- Enter the requested information and click “**Submit.**” Be sure to enter your address exactly as shown on your taxes.
- Your IRS tax information will be displayed. Check the box near “**Transfer My Tax Information into the FAFSA**” and then click “**Transfer Now.**”
- Questions that are populated with IRS tax information will be marked with “**Transferred from the IRS.**”
NOTE: If you make changes to data that was transferred, the retrieval process is voided.
- Be sure to complete and electronically sign (if a dependent student, one parent also needs to electronically sign) and submit your FAFSA.
- If the data transfer is successful, the school(s) listed on the FAFSA will be notified within 3-5 business days.

Completing the IRS DRT *after* the FAFSA has already been submitted:

- Log back into www.fafsa.gov at least 10 days after you have electronically filed taxes.
- Click on “**Make FAFSA Corrections**” located near the bottom of the page.
- Click on the “**Financial Information**” tab. **NOTE:** If dependent student, both the student and parent must update their own tax information.
- Change answer from “**Will File**” taxes to “**Already Completed**” taxes.
- **If you are eligible to use the IRS Data Retrieval, click “Link to IRS” and then “OK.”** You will be transferred to the IRS website.
- Enter the requested information and click “**Submit.**” Be sure to enter your address exactly as shown on your taxes.
- Your IRS tax information will be displayed. Check the box near “**Transfer My Tax Information into the FAFSA**” and then click “**Transfer Now.**”
- Questions that are populated with IRS tax information will be marked with “**Transferred from the IRS.**”
NOTE: If you make changes to data that was transferred, the retrieval process is voided.
- Be sure to complete and electronically sign (if a dependent student, one parent also needs to electronically sign) and submit your FAFSA.
- If the data transfer is successful, the school(s) listed on the FAFSA will be notified within 3-5 business days.

IRS Tax Return Transcript:

Get Transcript by MAIL or Online via online request:

- Go to <https://www.irs.gov/individuals/get-transcript> and click on “**Get Transcript ONLINE**” or “**Get Transcript by Mail.**” and enter the tax filer’s information.
NOTE: Use the address currently on file with the IRS. This will be the address that was listed on the latest tax return filed.
- “**Get a Transcript by mail**” - Click “**Continue.**”
- In the **Type of Transcript** field, select **Return Transcript (NOT an Account Transcript)** and in the **Tax Year** field, select **2017.**
- If successfully validated, you can expect to receive a paper IRS Tax Return Transcript mailed to your address in 5 to 10 days.
- Or click on “**Get a Transcript ONLINE**” and follow directions.
- Once the tax return transcript is received/ printed, submit a copy to the school(s) via email, fax, mail or delivered in person.

Get Transcript by MAIL via telephone request:

- Contact the IRS by calling 1-800-908-9946 and follow the prompts.
- Select **Option 2** to request an IRS Tax Return Transcript and then enter **2017.**
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at their address within 5 to 10 days.
- If you need further assistance, press “0” to speak to an IRS Representative.
- Once the tax return transcript is received, submit a copy to the school(s) via email, fax, mail or delivered in person.

Get a Verification of Non-Filing Letter: Go to the above website and follow directions to request a non-filing letter or call 1-800-829-1040.