



---

## IRS Data Retrieval Tool Instructions

You can use the IRS Data Retrieval Tool on the FAFSA if:

- You've filed your federal 2018 taxes **AND**
- You filed as "Single" or "Married Filing Jointly"

Go to [FAFSA](#) and login using your FSA ID. Select the option "Make FAFSA Corrections" and enter the password you created when you submitted your FAFSA.

### **Steps to using the Data Retrieval Tool**

**Step 1:** Once you're logged in, navigate to the "Financial Information" Section of the FAFSA

*NOTE: If you are using the DRT for both the student and parent taxes you will have to complete this process twice, once under the Student Financial Information Section and once under the Parent Financial Information section before submitting your update to the FAFSA.*

**Step 2:** Answer the questions to determine your DRT eligibility.

Be sure to answer both questions using the drop down menus and answer "yes" or "no" to the question that follows.

If you are not eligible to continue with the DRT you will need to request a copy of your Tax Return Transcript directly from the IRS. This can be done at the [IRS's website](#) or by calling 800-908-9946.

**Step 3:** Click on "Link to IRS"

Click **OK** in the popup windows to continue.

**Step 4:** Answer the questions to retrieve your tax information and transfer it to your FAFSA. You must click both "**Submit**" and "**Transfer Now**"

**Step 5:** Continue to the **Sign & Submit** section of the FAFSA to submit corrections.

For further assistance, go the [U.S. Department of Education's website](#) or call Federal Student Aid Customer Service at 1-800-433-3243.