

How to Use the IRS Data Retrieval Tool

The IRS Data Retrieval Tool (IRS DRT) allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly into their FAFSA. If the IRS Data Retrieval Tool was not used during the initial application, applicants may be required to update information to reflect the income and tax information reported on the actual tax return. **We strongly encourage the use of the IRS Data Retrieval Tool to update this information after taxes are submitted.**

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend doing so for the following reasons:

- It's the easiest way to provide your tax data.
- It's the best way of ensuring that your FAFSA has accurate tax information.
- If your FAFSA is selected for verification, it will be unnecessary for you to provide federal IRS Tax Return Transcripts.

IRS DATA IS AVAILABLE:

- 1-2 weeks after electronically filing your federal taxes
- 6-8 weeks after filing a paper federal tax return
- Please note: If the taxpayer still owes money to the IRS, the IRS data will be available ONLY after the balance has been paid.

TO USE THE IRS DATA RETRIEVAL TOOL:

*After waiting the appropriate number of weeks from your tax filing date:

1. Go to <https://fafsa.gov>
2. Choose 2020-2021 FAFSA
3. Select "Make FAFSA Corrections"
4. Navigate to the income section
5. Mark "Already Completed" when asked about the status of your 2018 federal tax return
6. In the parent and/or student section of the FAFSA follow instructions and answer the questions regarding:
 - Married Filing Separately?
 - Head of Household? [and are married]
 - Filed a Puerto Rican or foreign tax return?
 - Filed taxes electronically in the last 3 weeks (or by mail in the last 8 weeks)?
7. If student/parent answers "No" to all of the questions above, you will be eligible to use the IRS Data Retrieval Tool.
8. Another log in for the IRS will appear
 - Use the official U.S. Postal Service address for the address listed on your tax return.
 - Any punctuation used in your name or address will create an online error. Replace the following with a space: ' , - . #
9. Choose to have 2018 IRS Data copied into your 2020-2021 FAFSA. Refrain from making changes.
10. Remember to sign and submit the FAFSA transaction after income data has been retrieved.

For more information about the IRS DRT, visit <http://www.finaid.org/fafsa/irsdataretrievaltool.phtml>.