



IRS Data Retrieval Tool (IRS DRT)

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), and electronically transfer the data directly into the FAFSA from the IRS website.

Please note the following:

- Your IRS tax information will NOT display. All IRS data will be encrypted and masked on the FAFSA form; nor will the IRS data be on display on Student Aid Report (SAR)
- If you transfer your IRS tax information via Data Retrieval Tool (DRT), questions that are populated with that tax information will be marked “Transferred from the IRS”
- There are certain instances when you may not be given the option to use the IRS Data Retrieval Tool

Steps to using the IRS Data Retrieval Tool (under Financial Information section of the FAFSA):

1. If you indicated that you have already completed your IRS income tax return or another tax return, you should be given the option to “Link to IRS”.
2. After you have clicked on “Link to IRS”, you will be notified that you are leaving the FAFSA. Click on “Proceed to IRS Site”; your FAFSA will be saved and you will be transferred to the IRS website.

3. On the IRS website, enter the requested information exactly as it appears on your tax return. Pay special attention to the address as it has to match the address that was put on your tax return.
4. After the IRS has validated your identification and you were given the option to transfer your tax information, the information will be transferred to the FAFSA and marked “Transferred from the IRS”.