

How to complete the IRS DATA RETRIEVAL TOOL

The **IRS Data Retrieval Tool** transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

Go to fafsa.ed.gov and select the "Login" button

Log in using your (student) FSA ID. If you have not created an FSA ID, do so at fsaid.ed.gov.

Select "Continue" or "Make a Correction."

Current Application Status: Not Submitted

You started a correction to your 2020-2021 FAFSA but have not submitted it. To continue where you left off, click **Continue**.

To cancel this correction and discard the changes you made, click **Continue**. Once you enter your FAFSA form click the **Clear All Data** button at the bottom of the page. This will discard the changes you made to your FAFSA form during your most recent transaction, but will not delete the FAFSA you already submitted.

CONTINUE OR **START OVER**

You can also:

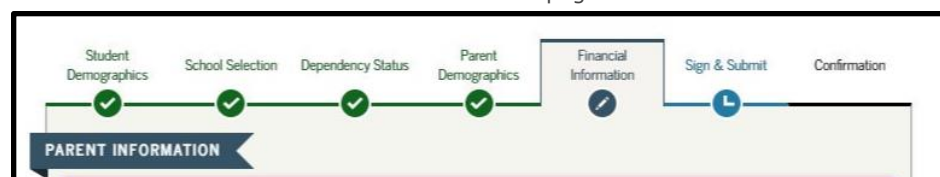
- [View or Print your Student Aid Report \(SAR\)](#)
- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA
- [View Correction History](#) to view corrections made to your FAFSA
- [Create a shareable file with some of your student information using MyStudentData Download.](#)

Select the "Financial Information" tab from the top of the page.

Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation
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Instructions for the **PARENT** to request the parent IRS information:

1. Go to "Parent Financial Information" page:



2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool.
3. If eligible, select which parent is providing information on the FAFSA.
4. Enter the FSA ID for the parent providing the information.
5. Click "Link to IRS":

IRS Data Retrieval Tool

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!

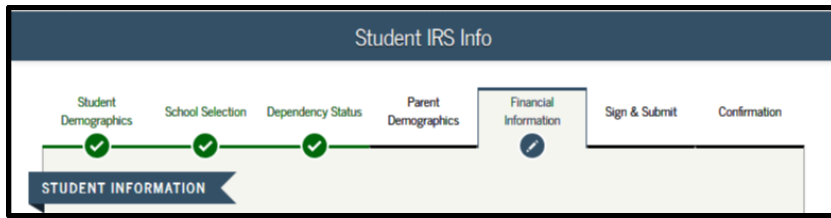
LINK TO IRS

PREVIOUS **NEXT**

6. Review the information displayed and enter the address EXACTLY as it appears on the parent Tax Return and select the "Submit"
7. If accepted, click "Transfer my Tax Information into the FAFSA":
8. This will take you out of the IRS.GOV website and back to your FAFSA application. The information transmitted from the IRS will be masked on FAFSA and will appear to you as "Transferred from the IRS"
9. Proceed to the Sign and Submit page.

Instructions for the **STUDENT to request the student IRS information:**

1. Go to "Student Financial Information" page:



2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool – see the graphic below.
3. If eligible, click "Link to IRS"

The screenshot shows the 'IRS Data Retrieval Tool' interface. It has a title bar with the tool's name. Below the title bar, there is a message: 'Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!' A blue button labeled 'LINK TO IRS' with a right-pointing arrow is centered below the message. At the bottom of the interface, there are two buttons: 'PREVIOUS' and 'NEXT', each with a circular arrow icon.

4. Review the information displayed and enter the address EXACTLY as it appears on the student Tax Return and select the "Submit"
5. If accepted, click "Transfer my Tax Information into the FAFSA":
6. This will take you out of the IRS.GOV website and back to your FAFSA application. The information transmitted from the IRS will be masked on FAFSA and will appear to you as "*Transferred from the IRS.*"
7. Proceed to the Sign and Submit page: