

# 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](https://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](https://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 \(SAR\)](#)
- [View Correction History](#) to view corrections made to your FAFSA
- [Create a shareable file with some of your student information using MyStudentData Download.](#)

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

## Instructions for the **PARENT** to request the parent IRS information:

1. Go to "Parent Financial Information" page:

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

**PARENT INFORMATION**

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)!

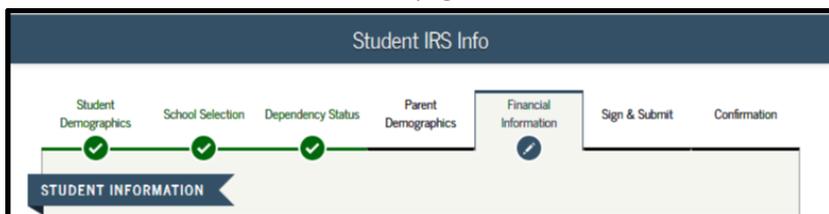
**LINK TO IRS**

PREVIOUS | NEXT

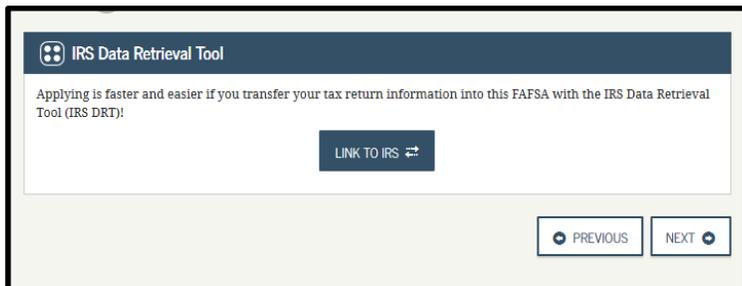
6. Review the information displayed and enter the address EXACTLY as it appears on the parent Tax Return and select the "Submit"
7. If accepted, click "Transfer my Tax Information into the FAFSA":
8. This will take you out of the IRS.GOV website and back to your FAFSA application. The information transmitted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



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: