



## OFFICE OF FINANCIAL AID

### **IRS Tax Transcript Information**

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA Form.

1. Log in to your current *FAFSA form* or start a new application at [fafsa.gov](https://fafsa.gov).
2. In the finances (Parent Financial Information and Student Financial Information) section of the online form, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
3. Click the “Link to IRS” button and log in with your *FSA ID* to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the “Submit” button.
5. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.
6. You will know that your federal tax return information has been successfully transferred because the words “Transferred from the IRS” will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or [fafsa.gov](https://fafsa.gov).

The IRS DRT can be used by both students and parents. To learn more about the IRS DRT, visit [StudentAid.gov/irsdrt](https://StudentAid.gov/irsdrt).

**Remember after all corrections are made to proceed to the SIGNATURE Page to sign and then SUBMIT the application.**

**For those parents or students are ineligible to utilize the Link to the IRS feature, you MUST request a copy of your 2020 tax transcript from the IRS OR submit signed copies of your filed 2020 Federal Income Tax Returns.**

**A 2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to <https://www.irs.gov/individuals/get-transcript> and click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to <https://www.irs.gov/individuals/get-transcript> and click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T