

# SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA® FORM

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

## WHY

**EASY** Transfer info with the click of a button.

**FAST** Instantly retrieve your information.

**ACCURATE** Correctly fill in your information.

## HOW



**1** Log in to your current FAFSA® form or start a new application at [fafsa.gov](http://fafsa.gov).

**3** Click the "Link to IRS" button and log in with your FSA ID to be transferred to the IRS to retrieve your info.

**5** Check the "Transfer My Tax Information into the FAFSA® form" box, and click the "Transfer Now" button.\*

**2** In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.

**4** Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" 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](http://fafsa.gov).

The IRS DRT can be used by both students and parents.

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To learn more about the IRS DRT, visit [StudentAid.gov/irsdrt](http://StudentAid.gov/irsdrt)

Using the IRS DRT saves you TIME and EFFORT!!!

- Transfers your tax records (when available) so you don't need to find them
- If you are a dependent student, have your PARENT use this tool to AVOID extra paperwork
  - Less chance of errors being made on your FAFSA
- May not need to provide tax transcripts if you are selected for verification