INTERNAL REVENUE SERVICE (IRS) DATA RETRIEVAL TOOL (DRT)

When completing your FAFSA it is best that you use the Data Retrieval Tool (DRT) which extracts information directly from the student’s and/or parent(s) IRS tax returns. If the student and/or parent(s) has not already used the DRT the student and/or parent may go to https://www.fafsa.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/or parent(s) is eligible to use the IRS Date Retrieval Tool to transfer 2013 IRS income tax information into the student’s FAFSA. It takes up to two weeks after filing an electronic tax return for the IRS income information to be available for the IRS Data Retrieval Tool. It takes and up to eight weeks after filing a paper tax return.

HOW TO ORDER A “TAX RETURN TRANSCRIPT” FROM THE IRS

If the DRT was not used or your family was ineligible to use the DRT and you were chosen for “verification” you must submit a “Tax Return Transcript” from the IRS.

You may obtain an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-9089946. Make sure you request an IRS Tax Return Transcript and NOT an IRS Tax Account Transcript.

You will need your Social Security number, date of birth, and the exact address on file with the IRS (normally this will be the address used when your 2013 IRS tax return was filed).

If you are married and you and your spouse filed separate 2013 tax returns, you must submit tax return transcripts for both you and your spouse.