

Quick and Easy... Just LINK IT! The FAFSA process includes the ability for most federal income tax filers to import certain information from their federal tax return into the FAFSA application, a process called “**IRS Data Retrieval – DRT**”. This can be done upon submission of the original FAFSA on the web, or when the applicant electronically corrects the data. If you used this process when completing/correcting your FAFSA you do not need to submit copies of your Federal Tax Return Transcript unless specifically requested to do so in a letter sent by us.

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.

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.

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

Need to obtain a 2016 Tax Return Transcript, and/or Wage and Income Statement?

If we have requested that you, your spouse, and/or your parent(s) submit a copy of your/their *2016 Federal Tax Return Transcript, and/or Wage and Income Transcript* **OR** if you cannot utilize the IRS Data Retrieval Tool- DRT (*Link to IRS*) on FAFSA on the web, you can request a hard copy for FREE, in one of three ways. **If your parents filed a Married Filing Joint tax return, you will need to obtain a Wage and Income Transcript for each parent.**

1. Online Request



Go to www.irs.gov/Individuals/Get-Transcript - You can select how you would like to request a **2016 Tax Return Transcript and/or Wage and Income Statement** (Online or by Mail). Follow the instructions and be sure to select "Return Transcript" and the appropriate year (**2016**). Visit www.irs.gov/individuals/get-transcript-faqs for more information.

Get Transcript Online

Get Transcript by Mail

2. Phone Request



To order a **2016 Tax Return Transcript and/or Wage and Income Statement** by phone, call 800-908-9946 and follow the prompts. Visit www.irs.gov/individuals/get-transcript-faqs for more information.

3. Paper Request Form



Download the IRS Form 4506-T at www.irs.gov to request a **2016 Tax Return Transcript and/or Wage and Income Statement**. Visit www.irs.gov/individuals/get-transcript-faqs for more information.

Need to obtain an IRS Verification of Non-Filing Letter?

An IRS Verification of Non-Filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2018-2019 academic year you will be requesting a Verification of Non-Filing for the 2016 tax year. The IRS Verification of Non-Filing Letter should be dated on or after October 1, 2017.

If requested by us, an IRS Verification of Non-Filing can be obtained online using the **IRS Get Transcript service** at www.irs.gov. If the individual cannot obtain one online, it must be obtained by completing and checking box 7 on the IRS Form 4506-T (Be sure to indicate 12/31/16 on line 9), and mail it to the IRS.