



# IRS Data Retrieval Tool Instructions

\*\*IRS Data Retrieval (DRT) allows online FAFSA filers to pull specific tax return data from the Internal Revenue Service. You cannot use the IRS DRT for the 2018-2019 FAFSA if you did not file a 2016 tax return.

\*\*If you do not use the IRS Data Retrieval Tool, NMJC may require you to provide a copy of your 2016 IRS Tax Return Transcript or Letter of non-tax filing.

## How to Correct Your FAFSA Using IRS Data Retrieval (DRT)

Go to [FAFSA.gov](http://FAFSA.gov)

Login with your FSA ID

Select “Continue” or “Make Correction”

Select the “Financial Information” tab from the top of the page

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

- Go to the “Parent Financial Information” page;
- Answer the questions in the first box to determine if you are eligible to use the IRS DRT;
- If eligible, select which parent is providing information on the FAFSA;
- Enter the FSA ID for the parent providing the information;
- Click “Link to IRS”;
- Complete the form with information EXACTLY as it appears on the parent’s 2016 tax return; and
- Select “Transfer My Information into the FAFSA”.

### Instructions for the student to request student IRS information:

- Go to the “Student Financial Information” page;
- Answer the questions in the first box to determine if you are eligible to use the IRS DRT;
- If eligible, click “Link to IRS”;
- Complete the form with information EXACTLY as it appears on the student’s 2016 tax return; and
- Select “Transfer My Information into the FAFSA”.

**You will be redirected back to the FAFSA. Retrieved data will be masked but includes:**

- Adjusted gross income
- Education credits
- Taxes paid
- Untaxed portions of IRA distributions and pensions
- Number of exemptions

**Continue through the screens to Sign and Submit your FAFSA.**