



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 2019-2020 FAFSA if you did not file a 2017 tax return.

**If you do not use the IRS Data Retrieval Tool, NMJC may require you to provide a copy of your 2017 IRS Tax Return Transcript or Letter of non-tax filing.

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

Go to 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 2017 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 2017 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.