

Using the IRS Data Retrieval Tool (IRS DRT)

Need Help?

At any time, or if your tax data is not found, you can click on the “contact us” button and obtain the phone number for the FAFSA Helpline or the link to chat online to receive help.

1. Log in to your FAFSA form at <https://fafsa.gov>. If you and/or your parent, if dependent, do not have a FSA ID (username and password) you will be able to create one.
2. Select the Academic Year.

“**2021-2022 FAFSA**” covers the fall 2021, spring 2022 and summer 2022 semesters

“**2020-2021 FAFSA**” covers the fall 2020, spring 2021 and summer 2021 semesters
3. Select “Make a Correction”.
4. 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.
5. Click the “Link to IRS” button and log in with your FSA ID to be transferred to the IRS to retrieve your information.
6. Once at the IRS site, enter your information **exactly** as it appears on your federal tax return and click the “Submit” button. *(Name should appear exactly as it is on the tax return including the middle initial. Address, City, State, and Zip should appear exactly as it is on the tax return (P.O. Box and Apartment #, if applicable))*
7. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button. For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.
8. 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.
9. Submit your FAFSA form and print the confirmation.
10. Exit and log out of the FAFSA form.

If information is not found, confirm that the information you provided matches with the appropriate tax return and try again.

If information is still not found, you will have to order a tax return transcript from the IRS – visit aid.andersonuniversity.edu/irs-data-retrieval-tool for detailed information or go to www.IRS.gov > “Get Your Tax Record.” Be sure to order a **Tax Return Transcript**.

Once you have completed this process, a corrected application will be sent to the schools listed on your Student Aid Report (SAR). Allow 7-10 business days for processing.