

IRS Data Retrieval Tool

Student and parent(s) can automatically transfer their IRS federal income tax return data to the FAFSA using the IRS Data Retrieval Tool (DRT).

How do I automatically transfer my IRS Federal Tax Return to my FAFSA?

1. Go to studentaid.gov.
 - o **Start Here** to begin a new FAFSA.
 - o **Login** with your FSA ID to continue editing a previously started FAFSA.
2. Select **Continue** or **Make a Correction**.
3. Select the **Financial Information** tab on the top of the page.
 - o Select **Parent Financial Information** page.
 - o Select **Student Financial Information** page, if required.
4. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool (DRT).
5. If you are able to use the DRT, click on the **Link to the IRS** button.
 - o Login to the IRS website to retrieve and review your tax return data.
 - o Check the **Transfer My Tax Information in the FAFSA** box and click **Transfer Now** button.

You will know that your federal tax return data has been successfully transferred when the words “*Transferred from the IRS*” displays in place of the IRS information on your FAFSA.

After you review your federal tax return information that has been transferred into your FAFSA, proceed to the FAFSA signature page to electronically sign and submit your completed FAFSA.

What are common reasons the DRT may not work?

1. The IRS website is offline or experiencing other technical issues.
2. The address is not entered on the IRS website exactly as it was on the federal tax return.
3. You indicated on the FAFSA that you **Will File** or are **Not Going to File** a federal income tax return.
 - o DRT is only available to those who indicate they have **Already Completed** their federal income tax return.
4. You do not have a valid Social Security Number.
5. Your marital status changed after December 31st of the previous calendar year.
6. A married student, parent or spouse filed **Married, Filing Separately** or **Head of Household** on their federal income tax return.

7. **Unmarried and both legal parents living together** was selected on the FAFSA because both legal parents are not married to each other or divorced, but live in the same household.
8. Your taxes were filed electronically within the last three weeks or mailed within the last 11 weeks.
9. The student or parents filed a Puerto Rico or foreign tax return or IRS Form 1040-NR or 1040-EZ.

If you experience difficulty in transferring your federal tax return with the DRT, you may contact the ASU-Beebe Office of Financial Aid for assistance at [501.882.8845](tel:501.882.8845) or finaid@asub.edu.