Follow These Steps to Utilize the IRS DRT to Transfer IRS Tax Data into the FAFSA

1. Click **Login** at https://studentaid.gov/h/apply-for-aid/fafsa. (If you have never completed a FAFSA, choose **Start Here**.
2. Choose the "I am the student" or I am a parent, preparer, or student from a Freely Associated State" and click **Next**.
3. Click **Make FAFSA Corrections** if the FAFSA has previously been submitted.
4. If you are the student, enter your FSA ID and Password and click next. If you are the parent, Enter student's name, Social Security Number, and date of birth. Click **Next**.
5. Click on **Financial Information** (located in the top menu navigation bar).
    • For students who provide parent financial information on the FAFSA, the **Parent Tax Information** is displayed.
6. Select **Already Completed** if the parent 2019 IRS income tax return has already been completed and submitted.
7. Select the correct answer for each of the questions.
    • If **No** is selected for all questions, enter the parent federal PIN and click **LINK TO IRS**.
8. Click **OK** to leave FAFSA on the Web.
9. Click **OK** to enter the IRS system.
10. Once on the IRS website, enter the requested information.
11. Click **Submit** when requested information has been entered *exactly* how it appears on the IRS income tax return.
    • If the IRS is able to validate your identification, the IRS tax information displays.
    • If any part of the street address on the 2019 IRS Income Tax Return is abbreviated, please eliminate all punctuation
      and be sure that the street address on the FAFSA is exactly the same as the 2019 IRS Income Tax Return.
       Example: If the street address on the 2019 IRS Income Tax Return is *104 E. Main St.*, it should be entered as
       104 E Main St on the FAFSA. 2019 IRS Income Tax Returns that are filed using only a PO Box should be entered on the street address line.
12. Select the **Transfer My Tax Information into the FAFSA** and click **Transfer Now**.
        • *DO NOT change any information.*
13. Return to the FAFSA website using the links provided.
14. If the student has already completed a submitted a 2019 IRS Income Tax Return, proceed to the Student Financial
    Information section under
            Financial Information (located in the top menu navigation bar).
                    • Repeat steps 3-13 to retrieve the student tax information.
15. Click on **Sign & Submit** in the top menu navigation bar after the student tax information is transferred into the FAFSA.
16. Proceed with signing and submitting the FAFSA.
17. Click on **SUBMIT MY FAFSA NOW**. A confirmation number displays to verify submission.

Follow These Steps to Print Your IRS Income Tax Transcript

If you have not used the IRS Data Retrieval Tool at the initial FAFSA filing or through the FAFSA Web Correction process, this will slow down the verification process. Tip: *Address must be the exact same as on your income tax return – no periods, commas, or special characters.*

- You must provide an **IRS Tax Return Transcript** for you, your spouse or parent(s) as applicable.
- Tax transcripts can be requested online at www.irs.gov/transcript.
- Click **Get Transcript ONLINE**.
- Sign in, or create an account, if necessary.
- Click the button next to Higher Education/Student Aid.
- Click the appropriate tax year under **Return Transcript**.
- Print the .pdf document.

Other

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2019 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:
- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,"
  that was filed with the IRS for the tax year 2019;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual
  requested an additional extension of the filing time for tax year 2019; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2019 and, if self- employed,
  a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI)
  and the U.S. income tax paid for tax year 2019.

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2019, provide both of the following:
- A signed copy of the original 2019 IRS income tax return that was filed with the IRS or a **2019 IRS Tax Return Transcript**; and
- A signed copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identify Theft

A victim of IRS identity theft who is not able to obtain a **2019 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2019 IRS income tax return information.