**IRS DATA RETRIEVAL TOOL (DRT) STEP-BY-STEP INSTRUCTIONS**

**Step 1:** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click ‘Log In’

**Step 2:** Select ‘Student’ or ‘Parent’ accordingly and click ‘Next’

**Step 3:** Click Financial Information tab and enter 2019 Parent Tax Information

**Step 4:** Enter which parent is making the FAFSA changes and they must use their FSA ID to continue to the DRT

**Step 5:** Read disclosure and then click ‘Proceed to IRS Site’

**Step 6:** Click ‘OK’ to continue
Step 7: Click ‘OK’ that you understand you are visiting a government site and for authorized use only

Step 8: Enter parent information in the blank fields EXACTLY as printed on parent’s 2019 Tax Return and then click ‘Submit’

Step 9: Check the first small box to give the IRS permission to transfer data into FAFSA and then click ‘Transfer Now’ icon

Step 10: Click ‘Next’ after seeing information successfully transferred

Step 11: Enter 2019 individual earning amounts for each parent (if applicable) and then click ‘Next’. Answer remaining income questions on following screens

Step 12: Click ‘Provide Signatures for both Student and Parent. Then submit your FAFSA and log-out’