

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

Step 1: Go to www.fafsa.ed.gov and click 'Log In'

Federal Student Aid

UNDERSTAND AID | APPLY FOR AID | COMPLETE AID PROCESS | MANAGE LOANS

Complete the FAFSA® Form

Use the Free Application for Federal Student Aid (FAFSA®) form to apply for financial aid for college or graduate school.

New to the FAFSA® Process?
Completing the FAFSA form is free. Fill it out now.
[Start Here](#)

Returning User?
Correct info | Add a school
[View your Student Aid Report \(SAR\)](#)

Log In

Step 2: Select 'Student' or 'Parent' accordingly and click 'Next'

Login

Log in to the FAFSA

Only students may use their FSA ID to log in. Parents and others can start a FAFSA for a student by entering the student's identifiers. Parents and others can also work on a FAFSA form or correction the student started using the Save Key that the student made. [Help for parents.](#)

Form Approved
OMB No. 1845-0001
App. Exp. 12/31/2020

I am the student OR I am a parent, preparer, or student from a Freely Associated State

NEXT

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

Parent Tax Filing Status

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

Application was successfully saved.

Attention! You must provide financial information from your parents' 2019 tax return on the following pages.

For 2019, have your parents completed their IRS income tax return or another tax return?
Already completed

For 2019, what is your parents' tax filing status according to their tax return?
Married-Filed Joint Return

Did your parents file a Puerto Rican or foreign tax return for 2019?
 Yes No

IRS Data Retrieval Tool
Applying is faster and easier if your parents transfer their tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!
[LINK TO IRS](#)

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

Parent Log In to IRS DRT

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

PARENT INFORMATION

You, the parent, should enter the information below and click **Next** to continue. Otherwise, click **Skip IRS DRT**.
If you have any questions or problems using this tool, click [FAFSA Help](#) for assistance.

Provide Parent's FSA ID

Which parent are you?
 Parent 1 Parent 2

Parent's FSA ID Username or Verified E-mail Address
Pas0002

[Forgot Username](#) | [Create an FSA ID](#)

Parent's FSA ID Password

[Forgot Password](#)

Step 5: Read disclaimer and then click 'Proceed to IRS Site'

Parent Leaving FAFSA

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

PARENT INFORMATION

Leaving FAFSA on the Web
You, the parent, are now leaving FAFSA on the Web and will be transferred to the IRS Web site. Your FAFSA information will be saved.
Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to log in to open your saved FAFSA.
For your protection, your tax return information will not display on the IRS Web site or on the FAFSA.

[SKIP IRS DRT](#) [PROCEED TO IRS SITE](#)

Step 6: Click 'OK' to continue

Parent Leaving FAFSA

Student Demographics | School Selection | Dependency Status | Parent Demographics | **Financial Information** | Sign & Submit | Confirmation

PARENT INFORMATION

Leaving FAFSA on the Web
You, the parent, are now leaving FAFSA on the Web and will be transferred to the IRS Web site. Your FAFSA information will be saved.
Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web site, you will have to log in to open your saved FAFSA.
For your protection, your tax return information will not display on the IRS Web site or on the FAFSA.

[SKIP IRS DRT](#) [PROCEED TO IRS SITE](#)

You are now leaving this page. Click "OK" to continue or click "Cancel" to stay on this page. Your FAFSA information will be saved if you choose to continue.

OK **CANCEL**

Site Last Updated: Sunday, September 30, 2018

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