**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 2020 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 disreaser 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 2020 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 2020 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’. 

**Signature Status**

Both you and a parent need to sign your FAFSA.

Only sign for yourself. If you and your parent are not together, one of you can sign, save the application and then exit. Give the ‘sure key’ to the other person who can log in with it and sign and submit the FAFSA.

Be sure not to mix up your and your parent’s FAFSA IDs when signing.