

Dependent Student/Parent DRT Instructions

You and/or your parent have selected that you will log into the FAFSA and use the IRS Data Retrieval Tool (DRT). If you and/or your parent choose not to use the IRS DRT and would like to upload Tax Transcripts instead, please correct your household form tax section to indicate you and/or your parent will upload transcripts. To correct your household form click the "fill out" button.

You can log into FAFSA on the Web by going to www.fafsa.gov and clicking "Start Here". Both you and your parent can use the IRS Data Retrieval Tool during the same session while logged into the FAFSA. If both you and your parent are using the IRS Data Retrieval Tool, you will follow the steps below first for the student and then for the parent.

1. You will need to provide your required credentials and open your previously submitted FAFSA.
2. Click on the "Financial Information" tab of your application. From here, if you and/or your parent filed taxes, select the answer "Already completed". You and/or your parent will then be prompted to answer several questions regarding the tax return filed.
3. If you and/or your parent are eligible to use the IRS Data Retrieval tool, there will be a "Link to IRS" button presented.
4. The next screen informs the student and/or parent that they are leaving the FAFSA on the Web site and transferring to the IRS website, if you agree select the "ok" button.
5. On the IRS website, you and/or your parent will need to enter all requested data. The information must match the information on the tax return submitted to the IRS.
6. After you and/or your parent submit the information successfully, there will be a prompt to transfer the tax information into your FAFSA.
7. To transfer the information to the FAFSA select the checkbox under "Transfer My Tax Information into the FAFSA" and select the "Transfer Now" Button.
8. Upon successful transferring of the tax information, you will be directed back to your FAFSA.
9. A message indicating that the tax information was transferred successfully will be displayed at the top of the section.
10. If your parent is also transferring their IRS information they will follow steps 2-9 above
11. You must make sure you and your parent sign and submit your changed FAFSA.
12. Once you receive an Expected Family Contribution (EFC) and a confirmation number, you have finished the process.
13. Your school must receive a new record from the FAFSA indicating that you and/or your parent have successfully used the IRS Data Retrieval Tool. This may take several days to be received at the school. Once the new record is received you will be able to complete the next steps in your Household Task.