

Quick and Easy... Just LINK IT! The FAFSA process includes the ability for most federal income tax filers to import certain information from their federal tax return into the FAFSA application, a process called “**IRS Data Retrieval Tool – DRT**”. This can be done upon submission of the original FAFSA on the web or anytime thereafter. If you used the DRT, you do not need to submit copies of your 2017 Federal Income Tax Return unless specifically requested to do so in a letter sent by us.

SIMPLE STEPS TO TRANSFER TAX INFORMATION INTO YOUR FAFSA® FORM

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA® Form

EASY Transfer info with the click of a button.

FAST Instantly retrieve your information.

ACCURATE Correctly fill in your information.

WHY

HOW



1 Log in to your current FAFSA form or start a new application at fafsa.gov.

2 In the finances section of the online form, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.

3 Click the “Link to IRS” button and log in with your FSA ID to be transferred to the IRS to retrieve your info.

4 Once at the IRS site, enter your information **exactly** as it appears on your federal income tax return and click the “Submit” button.

5 Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.*

6 You will know that your federal tax return information has been successfully transferred because the words “Transferred from the IRS” will display in place of the IRS information in your FAFSA form.

*For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

The IRS DRT can be used by both students and parents.

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To learn more about the IRS DRT, visit StudentAid.gov/irsdrt

Need to obtain an IRS Verification of Non-Filing Letter?

An IRS Verification of Non-Filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2019-2020 academic year, you will be requesting a Verification of Non-Filing for the 2017 tax year. The IRS Verification of Non-Filing Letter should be dated on or after October 1, 2018.

An IRS Verification of Non-Filing Letter for the 2017 tax year can be obtained by completing and submitting a 4506-T form to the IRS. Go to www.irs.gov, click on Get Your Tax Record, under Related Forms click on About Form 4506-T. This will allow you to download a PDF version of the form. Be sure to check box 7 and indicate 12/31/2017 on line 9 on the IRS Form 4506-T. You can submit the 4506-T form to the IRS via fax or mail. Please do **not** have this information sent directly to the school, as the IRS redacts certain identifying information for your security and we will have no way to match the information to the student account.