IRS Data Retrieval Tool Instructions

**IRS Data Retrieval (DRT) allows online FAFSA filers to pull specific tax return data from the Internal Revenue Service. You cannot use the IRS DRT for the 2023-2024 FAFSA if you did not file a 2021 tax return.

**If you do not use the IRS Data Retrieval Tool, NMJC may require you to provide a copy of your 2021 IRS Tax Return Transcript or Letter of non-tax filing.

How to Correct Your FAFSA Using IRS Data Retrieval (DRT)

Go to studentaid.gov

Login with your FSA ID

Select FAFSA form and select Complete the FAFSA Form

Select: I am a student and want to access the FAFSA form.

Select "Make Corrections"

Instructions for the parent to request the parent IRS information:

- Go to the "Parent Financial Information" page;
- Answer the questions in the first box to determine if you are eligible to use the IRS DRT;
- If eligible, select which parent is providing information on the FAFSA;
- Enter the FSA ID for the parent providing the information;
- Click "Link to IRS";
- Complete the form with information EXACTLY as it appears on the parent's 2019 tax return; and
- Select "Transfer My Information into the FAFSA".

Instructions for the student to request student IRS information:

- Go to the "Student Financial Information" page;
- Answer the questions in the first box to determine if you are eligible to use the IRS DRT;
- If eligible, click "Link to IRS";
- Complete the form with information EXAXTLY as it appears on the student's 2021 tax return; and
- Select "Transfer My Information into the FAFSA".

You will be redirected back to the FAFSA. Retrieved data will be masked but includes:

- Adjusted gross income
- Education credits
- Taxes paid
- Untaxed portions of IRA distributions and pensions
- Number of exemptions

Continue through the screens to Sign and Submit your FAFSA.