What is IRS Data Retrieval?

The IRS Data Retrieval Tool (DRT) allows parents and students to access and transfer IRS tax return information directly from the IRS database on to the FAFSA. Not only is this the fastest way to fill out your FAFSA, but it is a new federal requirement.

Am I eligible to use the IRS Data Retrieval Tool?

Most families are eligible to use the tool. However, the following filing status may prevent you from doing so:

- Married but are filing separately
- Filing Head of Household
- Filed an amended tax return
- Puerto Rican or foreign returns

What if I’m not eligible to use the IRS Data Retrieval Tool?

Students and parents who are not eligible to use the IRS Data Retrieval Tool will need to have a Tax Return Transcript sent to Reed College Financial Aid Office. This can be ordered online or by mail at IRS.gov. Do not send a Tax Account Transcript.

Where do I find the IRS Data Retrieval Tool?

1. Log on to www.fafsa.gov
2. Make sure you choose the correct aid year
3. Select “Make FAFSA Corrections”
4. Find the tool under “Financial Information”
5. Follow instructions to determine whether you’re eligible to use the tool
6. Transfer information
7. Don’t forget to sign and submit the FAFSA once information has been transferred!!
IRS Data Retrieval Tool Troubleshooting Tips
Reed College Financial Aid

• The IRS uses the U.S. Postal Service address when inputting your information, as opposed to what you used on your taxes. You can find your USPS address by logging on to www.usps.com.

• Make sure you use the correct spacing in your name and address, and be aware that the tool is case sensitive.

• Punctuation will create an error, make sure you use a space instead.

• If you’ve just recently filed your taxes, you may not be able to use this tool. Please wait until your taxes have been processed by the IRS, and try again.

• Many students found they were able to use the tool within 2 weeks if they filed taxes online. This increases to 8 weeks if filing a paper return.

If you continue to experience issues with using the tool, feel free to contact us!

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<tr>
<th>FAFSA</th>
<th>IRS</th>
<th>Financial Aid Office</th>
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<tr>
<td>1-800-433-3243</td>
<td>1-800-829-1040</td>
<td>1-503-777-7223 or 1-800-547-4750</td>
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