

IRS Data Retrieval Tool

Reed College Financial Aid

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!!**

START HERE
GO FURTHER
FEDERAL STUDENT AID

FAFSA
Free Application for Federal Student Aid

Contact Us Browse Help

SEARCH

Student Demographics School Selection Dependency Status Parent Demographics **Financial Information** Sign & Submit Confirmation

STUDENT

Student Tax Information

For 2011, have you completed your IRS income tax return or another tax return?
Already completed

You may be able to use the [IRS Data Retrieval Tool](#) to view and transfer your tax information from the IRS.

Check all that apply or check None of the above.

My tax filing status is Married Filing Separately

My tax filing status is Head of Household

I filed an amended tax return

I filed a Puerto Rican or foreign tax return

I recently filed my taxes

None of the above

Based on your response, you are not eligible to transfer your information from the IRS into this FAFSA.
Click Next to continue.

PREVIOUS NEXT

NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT

Help and Hints

Student Filed 2010 Income Tax Return?
Question 32

You must select the answer that describes your tax filing status:

- Already completed
- Will file
- Not going to file

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IRS Data Retrieval Tool Troubleshooting Tips

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- 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!

FAFSA	IRS	Financial Aid Office
1-800-433-3243	1-800-829-1040	1-503-777-7223 or 1-800-547-4750
www.fafsa.gov	www.irs.gov	www.reed.edu/ financialaid