



Using the IRS Data Retrieval Tool

Follow the instructions below to transfer your or your parent(s) tax information using the IRS Data Retrieval Tool (IRS DRT). The IRS DRT will allow you to connect to the IRS database and to transfer relevant tax information directly into your FAFSA.

To use the IRS DRT, complete the following steps:

- Go to <https://studentaid.ed.gov/sa/fafsa> and select the “Start Here” button if this is the first time you are completing a FAFSA. If you have already completed a FAFSA, select the “Log In” button.
- Log in using your FSA ID
- Navigate to the “Financial Information” tab.

Instructions for the parent(s) to request the parent(s) IRS information:

1. Go to "Parent Financial Information" page on the FAFSA.
2. Answer the questions provided to you to determine your eligibility to use the IRS DRT. *If you are not eligible and have been asked to supply information to the financial aid office, follow the instructions on how to request an IRS Tax Transcript, available at this link: https://www.huntington.edu/uploads/documents/finaid_irs_data_retrieval_tool_instructions.pdf*
3. If eligible, select which parent is providing information on the FAFSA.
4. Enter the FSA ID for the parent providing the information.
5. Click "Link to IRS".

 **IRS Data Retrieval Tool**

Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)!

[LINK TO IRS ↔](#)

6. Enter your address exactly as it appeared on your tax form for the year you are requesting tax information. (As an example, if your address on your 1040 form is *123 Main St.*, you cannot enter *123 Main Street* or *123 Main* and successfully connect to the IRS DRT).
7. Select “Transfer Now” once you have accessed the IRS DRT.

8. For your privacy, the tax information you transfer from the IRS into your FAFSA form will not be visible to you. Instead, you will see "Transferred from the IRS" in the appropriate fields on fafsa.gov, the IRS DRT web page, and on the Student Aid Report.
9. You will receive confirmation that your transfer went through and will return to the FAFSA. Continue clicking through the FAFSA, sign the FAFSA, and resubmit the FAFSA so that HU receives your updated tax information and IRS DRT status.



You have successfully transferred your 2017 IRS tax information.

Your IRS tax information has been successfully transferred into this FAFSA. Questions that were populated with tax information will be marked with "Transferred from the IRS." For your protection, IRS tax return information is not displayed on the FAFSA.

Instructions for the student to request the student IRS information:

1. Go to "Student Financial Information" page on the FAFSA.
2. Answer the questions provided to you to determine your eligibility to use the IRS DRT. *If you are not eligible and have been asked to supply information to the financial aid office, follow the instructions on how to request an IRS Tax Transcript, available at this link: https://www.huntington.edu/uploads/documents/finaid_irs_data_retrieval_tool_instructions.pdf*
3. Click "Link to IRS".



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