Guide for using the IRS DRT on the 2023-2024 FAFSA

The IRS **Data Retrieval Tool** (IRS DRT) allows students and parents who filed a U.S. tax return with the Internal Revenue Service (IRS) to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA®) and to transfer the data directly into their FAFSA application.

Not everyone will be able to use this process due to a variety of different reasons. You may need to manually enter the tax information on your FAFSA.

On the FAFSA you should be in the “Financials” section of the FAFSA, enter the tax filing information and click on “Proceed to the IRS.”
A popup will ask you if you want to leave the page. Click “OK” to go to the IRS website and continue the process.
Some of the information will already be filled in. You need to make sure that everything matches the information on your 2021 federal tax return. This includes all capitalization, spaces, and abbreviations in the address. If you do not have a PO Box or Apartment number leave those spaces blank.
Once everything is filled in correctly, click on “SUBMIT.”
If the IRS tax data is located and can be transferred, you will see the screen shown above. Check the first box and then click the “TRANSFER NOW” button next to it.
Do not close the tab or your browser. It may take a minute or two for the process to work. Once the transfer is complete, it should take you to the page that asks, “What was your adjusted gross income for 2021?” Directly below that question should say, “Transferred from the IRS.” You can then click on “Continue” to complete the rest of your FAFSA.

Limited information is transferred using the IRS DRT process. You may still need to provide tax data such as Income earned from work.