

Simple Steps to Transfer Tax Information Into Your FAFSA*

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA.

WHY

- EASY: Transfer info with the click of a button.
- FAST: Instantly retrieve your information.
- ACCURATE: Correctly fill in data fields.

HOW

1. Log in to your current FAFSA, or start a new FAFSA at fafsa.gov.
2. In the finances section of the FAFSA, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
3. Click the “Link to IRS” button and log in to the IRS to retrieve your tax return information.
4. Review your tax return information, and see the tax data that will be transferred into your FAFSA.
5. Check the “Transfer My Tax Information into the FAFSA” box, and click the “Transfer Now” button.
6. Review your federal tax return information that has been transferred into the data fields on your FAFSA.

The IRS DRT can be used by both students and parents. To learn more about the IRS DRT, visit StudentAid.gov/irsdrt.

\$ AVOID COMMON FAFSA ERRORS \$

Mistakes can delay your application and limit the amount of aid you are eligible to receive. To avoid errors, carefully read all of the questions on the FAFSA. Some of the most common FAFSA errors are:

- > Leaving blank fields: Too many blanks may cause miscalculations and an application rejection. Enter a '0' or 'not applicable' instead of leaving a blank.
- > Listing an incorrect Social Security Number or driver's license number: Double--check and triple--check these entries to ensure accuracy. If your parents do not have Social Security Numbers, list 000-00-0000. Do not make up a number or include a Taxpayer Identification Number.
- > Failing to use your legal name: Your name must be listed on your FAFSA as it appears on your Social Security card. Don't enter nicknames or other variations on your name.
- > Entering the wrong federal income tax paid amount: This amount is on your income tax return forms, not your W-2 form(s).
- > Listing Adjusted Gross Income (AGI) as equal to total income from working: AGI and total income from working are not necessarily the same. In most cases, the AGI is larger than the total income from working.
- > Incorrect parent information: See “Who Is My Parent?”
- > Failing to count yourself as a student: The student completing the FAFSA must count himself or herself as a member of the household attending college during the award year.
- > Failing to register with Selective Service: If you are a male, aged 18 to 26, you must register with Selective Service. Failure to register will make you ineligible for federal student aid.
- > Failure to report unborn children: If you have a child that will be born before or during the award year and you will provide the child with more than half of his or her support, count that child as a member of the household.