Instructions for using the Data Retrieval Tool (DRT) and Requesting a Tax Return Transcript

**Data Retrieval Tool (DRT)***Preferred***
- Log onto FAFSA www.fafsa.ed.gov with student PIN. Choose “Make corrections to your FAFSA” and create a password.
- Under the “Financial Information” section select “already completed” - DRT options will appear.
- If you answered “no” to all questions please follow the link to the IRS to complete the transfer with your PIN. If you are not given the option to use the DRT, please request a Tax Return Transcript (see below).
- Once you are at the IRS website please enter the address as it appears on your tax return and click submit.
- If address matches you need to select “Transfer my tax information into the FAFSA” and “Transfer Now”.
- Please use DRT for both student (if filed) and parent.
- You must go to the next page of your FAFSA to “Sign and Submit” - sign with PIN, agree to terms and “submit my FAFSA now” - The information will electronically be sent to the Office of Financial Assistance.

**Tax Return Transcript Request**
- Go to www.irs.gov
- Under Tools select “Get Transcript of You Tax Records”
- Sign up to receive return transcript via email—complete steps 1-6 and forward return transcript to the Office of Financial Assistance.
- OR enter Social Security Number, Date Birth, and street address as it appears on your tax return — select continue.
  - Choose “Return Transcript” for type of transcript and “2013” for tax year. Tax Return transcripts will be mailed to the address listed within 5-10 business days. Forward to the Office of Financial Assistance upon receipt.
- Please obtain copies for both student (if filed) and parent.