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

Data Retrieval Tool (DRT)

- Log into FAFSA https://fafsa.gov with student FSA ID. 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 FSA ID. 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.

OR

2017 Tax Return Transcript Request

- Mail Request —
  - Go to www.IRS.gov
  - Choose Get My Tax Record from the home page
  - Select “Get Transcript by Mail”
    - Takes 5-10 Business Days

- Online Request
  - Go to www.IRS.gov
  - Choose Get My Tax Record from the home page
  - Select “Get Transcript Online”
    - Register to receive an immediate copy

Telephone Request — 1-800-908-9946

Paper Request Form — IRS Form 4506T-EZ or IRS Form 4506-T

IRS2Go App

*Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

Student Financial Services
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Office Hours:
Monday through Friday: 8:30 am to 4:30 pm