



## Nichols College

*Learn. Lead. Succeed.*

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

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### Data Retrieval Tool (DRT)

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- Log into FAFSA [www.fafsa.gov](http://www.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.
- 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 FSA ID, agree to terms and “submit my FAFSA now” — The information will electronically be sent to Student Financial Services.



OR

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### 2016 Tax Return Transcript Request

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\*Please obtain copies for both student (if filed) and parent.\*

- **Mail Request** —
    - Go to [www.IRS.gov](http://www.IRS.gov)
    - Choose  [Get My Tax Record](#) from the home page
    - Select “Get Transcript by Mail”
      - Takes 5-10 Business Days
  - **Telephone Request** — 1-800-908-9946
  - **Paper Request Form** — IRS Form 4506T-EZ or IRS Form 4506-T
  - **Online Request**
    - Go to [www.IRS.gov](http://www.IRS.gov)
    - Choose  [Get My Tax Record](#) from the home page
    - Select “Get Transcript Online”
      - Register to receive an immediate copy
  - **IRS2Go App**
- \*Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

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#### Student Financial Services

Email: [sfs@nichols.edu](mailto:sfs@nichols.edu)  
Phone: 508-213-2288  
Fax: 508-213-2118

#### Letters A-K:

**Karen Brennan**  
508-213-2278

General Inquiries: 508-213-2288

#### Letters L-Q:

**Jen Bianco**  
508-213-2340

#### Letters R-Z:

**Lindsay Louis**  
508-213-2372

#### Office Hours:

Monday through Friday:  
8:30 am to 4:30 pm