



Nichols College

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

Data Retrieval Tool (DRT)

Preferred

- Log into FAFSA 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

Tax Return Transcript Request

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

- **Online Request** —
 - Go to www.IRS.gov
 - Choose “Get a Tax Transcript” under Tools
 - Select “Get Transcript by MAIL”
- **Telephone Request** — 1-800-908-9946
- **Paper Request Form** — IRS Form 4506T-EZ or IRS Form 4506-T

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

- **IRS2Go App** —

Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>

Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

Student Financial Services

Email: sfs@nichols.edu
Phone: 508-213-2288
Fax: 508-213-2118

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508-213-2278

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508-213-2340

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Office Hours:

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