


Data Retrieval Tool (DRT)

- The FAFSA allows families to import federal tax return information directly from the **IRS website**. This IRS **Data Retrieval Tool (DRT)** is the **quickest** and **most efficient** method to retrieve your tax information. Use of the DRT makes it less likely that your FAFSA will be chosen for Verification and much simpler if it is selected for Verification.

 To determine if you can use the IRS Data Retrieval Tool (IRS DRT) to transfer your tax return information from the IRS into your FAFSA, **answer the following question(s)**:

Did you file a Form 1040X amended tax return?
 Yes No

Did you file a Puerto Rican or foreign tax return?
 Yes No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?
 Yes No


Based on your response, we recommend that you transfer your information from the IRS into this FAFSA. [How you filed your taxes](#) can affect whether your tax return information is available to transfer.

[LINK TO IRS](#)

- When using the **DRT**, you will be prompted to enter your street address. This is one of the items the IRS uses to match your FAFSA with our IRS data. Please be sure to enter your address **exactly** as it appears on your tax return.
 - For example, if you entered “Ave” on your tax return, DO NOT ENTER “Avenue” when entering the DRT address information.

Transfer My Tax Information into the FAFSA

- The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.

Transfer Now 

- Don't forget to select **“Transfer My Tax Information into the FAFSA”** AND **“Transfer Now”** so information will be imported into the FAFSA.
- DO NOT CHANGE** any of the information once it is transferred over from the IRS.
- The **DRT** is available as early as **October 1, 2018** for the 2019-2020 FAFSA. *You will enter 2017 Tax Information.*

- Contact the MLC Financial Aid Office at 507.233.9154 with any questions!**