



IRS Data Retrieval Tool

- If you have filed a 2019 Federal Tax Return, go to your 2021-2022 FAFSA at fafsa.gov and use the **IRS Data Retrieval** Tool in the student income information section.
 - If you are able to use the IRS Data Retrieval Tool, generally you will NOT need to submit additional tax information for verification
 - If you have questions or do not understand how to use the FAFSA IRS Data Retrieval Tool go to: studentaid.ed.gov/sa/about/announcements/irs-drt-unavailable
- If you are unable to use, choose not to use, or use the IRS Data Retrieval Tool and then change the data manually, you **MUST REQUEST** a 2019 IRS TAX RETURN TRANSCRIPT:
 - At irs.gov click on *Get Transcript of Your Tax Records* under TOOLS
 - Choose either Get Transcript ONLINE or by MAIL and follow the directions. **Do Not** request a Tax Account Transcript.
 - If you choose by mail, you should receive the 2019 TAX RETURN TRANSCRIPT within 5-10 business days
 - you may also request the TAX RETURN TRANSCRIPT by calling 800-908-9946

According to FSA, additional security and privacy protections have been added to address concerns that data from the tool could be used by identity thieves to file fraudulent tax returns.

NOTE: If you are unable to obtain a copy of the 2019 federal tax return transcript you can submit a signed and dated 2019 federal tax form 1040 (include schedules 1,2, and 3)