

## 2018-2019 Step-By-Step DRT Instructions

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Please refer to the step-by-step instructions below to utilize the Data Retrieval Tool (DRT), when completing your 2018-2019 FAFSA application on the web. If you are a dependent student, and need to transfer your parent(s)' 2016 tax information as well, the instructions will work similarly when transferring the parent(s)' information.

You will be able to utilize the Confirmation Financial DRT tool when you reach the "Financial Information" tab in Student Tax Information your 2018-2019 FAFSA **Help and Hints** application. Please make sure the Did you file a Puerto Rican or foreign tax return? following 3 questions are Attention! You must provide financial information from your 2016 tax S If you filed a Puerto Rican or return on the following pages answered to use the DRT tool. T otherwise, select No. U \*\*Please note your 2016 tax You are not eligible to use the Application was successfully saved. IRS Data Retrieval Tool if you return will need to be already D filed a Puerto Rican or foreign completed and processed by the Ε For 2016, have you completed your IRS income tax return or another tax return? Related Topics: IRS to use the DRT tool: N Already completed V Why can't I use the IRS Data Retrieval Tool if I filed a tax return outside the U.S.? For 2016, what is your tax filing status according to your tax return? Did you file a Puerto Rican or foreign tax return for 2016? ○Yes 

No If you are eligible to use the DRT tool, the Link to IRS Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)! option will appear: LINK TO IRS **Click Link to IRS** PREVIOUS NEXT NEED HELP? SAVE CLEAR ALL DATA VIEW FAFSA SUMMARY EXIT Sign & Confirmation Demographics Demographics Status Information **Help and Hints** What is your (the student's) FSA ID Username or Verified E-mail Address? Leaving FAFSA on the Web You are now leaving FAFSA on the Web and will be transferred to the IRS Web site to S access your IRS tax information. Your FAFSA information will be saved. You must enter your FSA ID Т Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to FAFSA on the Web from the IRS Web site. If you do not transfer your information or choose not to return to FAFSA on the Web from the IRS Web the e-mail address on file with U your FSA ID, you may use it site, you will have to log in to open your saved FAFSA instead of your username to D On the next screen, please enter access the IRS Web site and request your income tax For your protection, your tax return information will not display on the IRS Web site your FSA ID login information: Ε or on the FAFSA. information. N What is your (the student's) FSA ID? If you do not already have an FSA ID Username or Verified E-mail FSA ID, you can create an FSA Address If you have an ESA ID but do FSA ID Password not remember your username or verified e-mail address, click Click Proceed to IRS Site to continue. Otherwise, click Skip IRS Transfer. Note: Your FSA ID e-mail Then, click Proceed to IRS Site address may be different from If you have any questions or problems using this tool, view available Help options for vour FAFSA e-mail address. SKIP IRS TRANSFER PROCEED TO IRS SITE

When you arrive at IRS.gov, a consent to monitoring message from the Internal Revenue Service will appear.

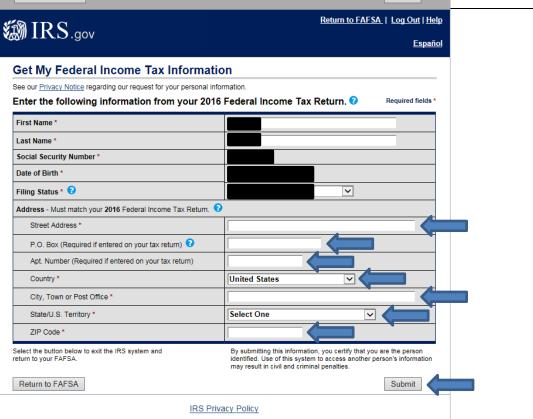
To continue with the data transfer, **click OK** 

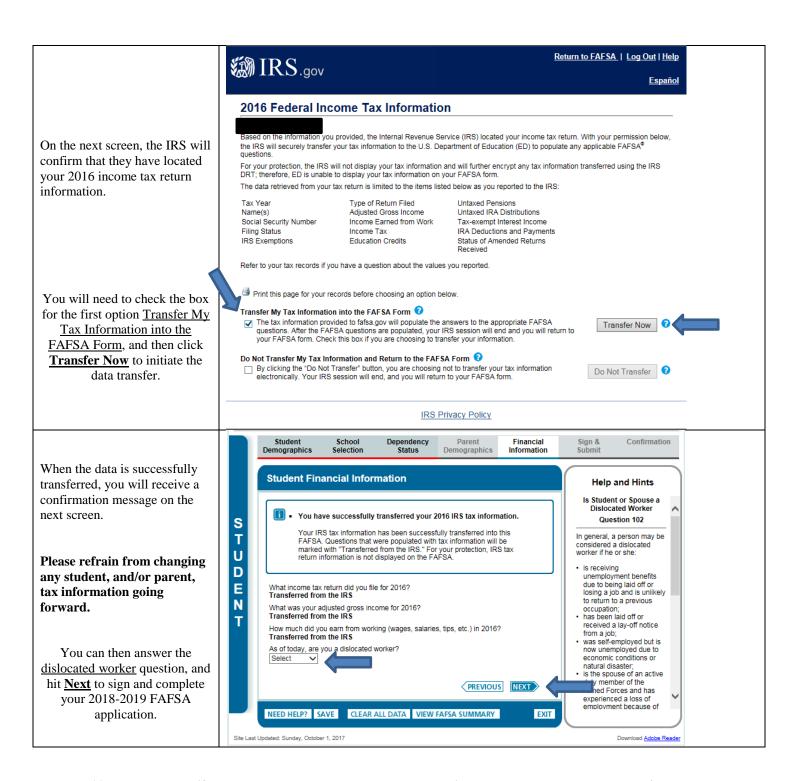
Return to FAFSA | Log Out | Help IRS.gov <u>Español</u> Get My Federal Income Tax Information See our Privacy Notice regarding our request for your personal information. Enter the following information from your 2016 Federal Income Tax Return. 😯 First Name \* Last Name \* Social Security Number \* Date of Birth \* Filing Status \* 🕜 ~ Address - Must matc Message from webpage 23 Street Address THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! P.O. Box (Requir Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all Apt. Number (Re activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, Country \* including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. City, Town or Pos 7213A and 26 U.S.C. 7431). State/U.S. Territo ZIP Code \* OK Select the button below return to your FAFSA. are the person identified. Use of this system to access a may result in civil and criminal penalties. Return to FAFSA Submit

Your First/Last name, last 4 of SSN #, DOB, and 2016 filing status information will be visible on your screen.

You will need to enter the street address **exactly** the way it was reported on the filer(s) 2016 tax return, in order to be located by the IRS.

When you are finished entering the address information, **click Submit**:





\*\*Please note that if you are not able to use the DRT tool, you will need to manually enter you and/or your parent(s)' 2016 tax information, using a 2016 tax return copy.