

**IRS Data Retrieval Tool
And Tax Transcript Instructions
2019-2020**



There are two ways for a tax filer to provide the required 2017 tax information. It is strongly encouraged that the IRS DRT be used in order to save time and to avoid having additional documentation requested.

1. The IRS Data Retrieval Tool (recommended method)

**The IRS Data Retrieval Tool will be an option, only if your marital status hasn't changed since January 1, 2017.*

- Log into your student's 2019-20 FAFSA at www.fafsa.ed.gov and select "Make FAFSA Corrections"
- Navigate to the "Finances" section of the FAFSA
- Select "Link to IRS" to transfer your 2017 federal income tax data electronically from the IRS into the FAFSA.
- Once at the IRS site, review your information and enter your address exactly as it appears on your federal income tax return and click the 'submit' button.
- Check the 'Transfer My Tax Information into the FAFSA form' box, and click the 'Transfer Now' button.
- You will know you have been successful when you see the words 'Transferred from the IRS' in place of the IRS information in your FAFSA form. For your protection, your tax information will not be displayed on either the IRS site or on your FAFSA.
- Once you have transferred your tax data and are back to the FAFSA, be sure to sign and submit the corrected FAFSA

OR

2. A 2017 IRS Tax Return Transcript can be obtained in a variety of ways:

- Go to www.irs.gov and choose "Get Transcript Online" or "Get Transcript by Mail"
- By phone 1-800-908-9946, to receive a copy by mail generally within 7-10 business days
- By Mailing or faxing a paper request using IRS 4506-T or 4506T-EZ form (available to print on the IRS website)

Financial Aid Office Contact Information

Phone: 402-461-7391

Fax: 402-461-7714

Email: hcfinaid@hastings.edu