

TAX RETRIEVAL INSTRUCTIONS for 2020-21:

**For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.
The IRS DRT can be used by both students and parents.**

1. Log in to your current [FAFSA form](#) or start a new application at fafsa.gov.
2. In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.
3. Click the "Link to IRS" button and log in with your [FSA ID](#) to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" button.
5. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.
6. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

- OR -

Requesting a 2018 TAX RETURN Transcript **or Verification of Non-Filing Transcript**

If unable to use the IRS Data Retrieval Tool to link your taxes to the IRS

Go to www.irs.gov; select "**GET YOUR TAX RECORD**" ...



Welcome to Get Transcript

WHAT'S NEW:

There is a new transcript format that better protects your data. This new format partially masks your personally identifiable information. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About the New Tax Transcript and the Customer File Number](#).

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

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... and request a 2018 Tax RETURN Transcript