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

You can get various forms (1294 series (transcript taped or printed or by mail. If you need your prior year’s Adjusted Gross Income (AGI) to enter, you can use an individual income tax return transcript.) If you only need to find out how much you owe in federal income tax for the last 6 months, you can use an online transcript. The website you can find your tax return is a file or paper, and whether you had a balance due affects your current year transcript. Available at the IRS website or by phone. If you need a photocopy of your return, you must use Form 1040.

... and request a 2018 Tax RETURN Transcript