

While completing the FAFSA, be sure to select the Data Retrieval Tool (DRT) if you are eligible to do so. Please see the instructions for both the parent and student to use the DRT below:

Instructions for the parent to use the DRT:

1. Go to "Parent Financial Information" page.
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool.
3. If eligible, select which parent is providing information on the FAFSA.
4. Enter the PIN or Password for the parent providing the information.
5. Click "Link to IRS".
6. Review the information displayed and select the "Transfer My Information into the FAFSA" option.

Instructions for the student to use the DRT:

7. Go to "Student Financial Information" page.
8. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool.
9. If eligible, click "Link to IRS".
10. Review the information displayed and select the "Transfer My Information into the FAFSA" option.