

	IRS Data Retrieval Tool Information & Instructions	Office of Student Financial Aid 1021 Dulaney Valley Road Baltimore, Maryland 21204-2794 P: 410-337-6141 F: 410-337-6504 E: finaid@goucher.edu
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It is always best to use the IRS Data Retrieval Tool in the FAFSA application.

This will make completing the financial information in the FAFSA as easy and accurate as possible. Successfully using the tool helps verify that the numbers are accurate and come directly from the IRS records. If a student files taxes and also provides parent financial information, then both the student and parent(s) should use the IRS Data Retrieval Tool.

Who can use the Data Retrieval Tool

Since the FAFSA uses “Prior Prior” year information (2017 taxes for the 2019-2020 FAFSA), the DRT for the 2019-2020 FAFSA should be available for almost all students and parents.

However, there are a few scenarios in which students and parents are ineligible to use the IRS Data Retrieval Tool:

- Married, but did not file with current spouse as Married Filing Jointly in 2017.
- The parents’ marital status is “Unmarried and both parents living together.”
- The student/parent filed a Puerto Rican or foreign tax return.

Any students or parents who meet the above criteria will need to enter their tax return information manually. If chosen for verification, then a Tax Return Transcript will need to be ordered from the IRS and submitted to the Financial Aid Office. See transcript ordering tips and instructions on our [financial aid forms page](#).

How to use the Data Retrieval Tool

1. If you have already submitted a FAFSA without using the tool, then [log back in to your FAFSA](#) and choose the option to make a FAFSA correction.
2. In the Financial Information sections, answer the first yes/no questions about how and when taxes were filed. If you are eligible, you will be presented with a button to use the IRS Data Retrieval Tool.
3. Use the button to link to the IRS web page, and confirm your identity there.
4. After your information comes up at the IRS web page, choose the appropriate options to transfer the information back into the FAFSA application.
5. (If the student also filed, you will need to do steps 2-4 for both the student and parent(s) as needed.)
6. **REMEMBER TO SUBMIT THE FAFSA** (Sign & Submit tab) after transferring the information!

You’re done! Please allow 5 business days for the FAFSA to be processed and received by Goucher. Current returning students may check their “Documents” screen in [Net Partner](#) about a week after submitting.

What if it doesn’t work?

If the IRS system can’t retrieve your information, then please make sure there are no errors or mismatches in how you keyed in your personal information. **Your information needs to exactly match your tax form, including the address.** You may also not be able to use the tool if you currently owe any back taxes.

If you require additional assistance, please contact us at 410-337-6141, or finaid@goucher.edu.