

Using the IRS Data Retrieval Tool Within Your FAFSA Online Application

Students and parents who are eligible to use the IRS Data Retrieval Tool (IRS DRT) can access it from within the *Free Application for Federal Student Aid (FAFSA)* on the student or parent finances pages:

1. Click **LINK TO IRS** (**Note:** If you have already used the IRS DRT to transfer your tax return information into your application, click the "View option to link to the IRS" hyperlink).
2. Enter your FSA ID (**Note:** The person whose tax information is being transferred should enter his or her own FSA ID. Students will not be asked to enter their FSA ID if they entered an FSA ID to begin their FAFSA).
3. Your FAFSA will be saved and you will be transferred to the IRS Web site.
4. On the IRS Web site, enter the requested information exactly as it appears on your tax return. If you get an error that there's no match, double check your information, including the exact mailing address on your return.

Ex: If you used "Rd." on your tax return - do not enter, "Road"

Ex: If you used "123-K Fascination Street" on your tax return - do not enter, "123 Fascination Street, Apt. K"

Ex: If you entered "Robert Smith, Jr." on your tax return - do not enter "Robert Smith II"

5. Once authenticated with the IRS, you will be provided with information surrounding your IRS tax information. You can either transfer your information from the IRS, or choose to return to *FAFSA on the Web*. If you choose not to transfer your tax return information you will need to submit a hard copy of your tax return transcript.
6. Don't forget to **SAVE, SIGN** (with your FSA ID), and **RE-SUBMIT** your FAFSA.
7. Do not make any changes to this information, if you do, we will no longer accept this electronic version and will require you to order and submit a hard copy of a tax return transcript from the IRS. If you need to make a change or ask a question about it, please contact Financial Aid at Harford Community College.

If you use the IRS DRT to transfer your tax return information from the IRS, the information will not display on your FAFSA. For your protection, the answer to each question is replaced with "Transferred from the IRS".

The IRS DRT allows you to securely transfer original IRS tax return information, but not Form 1040X amended tax return information. If you filed a Form 1040X amended tax return, you may need to work with your Financial Aid Administrator to ensure that any information you corrected on Form 1040X is reflected in the amounts transferred to your FAFSA.

Order a Hard Copy of Your Tax Return Transcript from the IRS (Using this method may require additional time for processing)

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript Online

Request by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail

Go to <https://www.irs.gov/individuals/get-transcript>

You have the option to download and print a transcript ONLINE or request that one be sent to you in the MAIL.

Make your selection and answer the necessary questions in order to get a copy of your **IRS Tax Return transcript**.

1. You will need to provide the following:
 - a. Social Security Number
 - b. Date of Birth
 - c. Street Address (mailing address from your latest tax return)
 - d. Zip Code
2. **IMPORTANT:** You will need to select a **"Return Transcript"** for the appropriate year.
Ex: Choose 2018 for a 20-21 FAFSA (which applies to Fall/Winter 2020 and Spring/Summer 2021)
3. Upon receipt of your transcript, you must bring it, in its entirety, to the HCC Financial Aid office.

Until this is received, your Financial Aid CANNOT be processed.