PARENT’S GUIDE TO IRS DATA RETRIEVAL TOOL
AND E-SIGNING THE FAFSA

The IRS Data Retrieval Tool (DRT) transfers IRS tax information directly into the FAFSA. Parents must have their OWN FSA ID in order to use the DRT.

**Step 1.** To create a FSA ID, visit:

https://fsaid.ed.gov/npas/index.htm

**Step 2.** Upon creating a FSA ID, parents are able to add their Financial Information to the student’s FAFSA and e-sign the application prior to submitting.

**Step 3.** Go to https://fafsa.gov and select the “Start A New FAFSA” or "Make a Correction" button (depending on whether or not you have already submitted your FAFSA).

**Step 4.** Log in using your (the student) FSA ID.

**Step 5.** Go to "Parent Financial Information" page.

**Step 6.** Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool.

**Step 7.** If eligible, select which parent is providing information on the FAFSA.
Step 8. Enter the FSA ID for the parent providing the information.

Step 9. Click "Link to IRS" to transfer 2016 tax information.

For your privacy, the tax information transferred from the IRS into your FAFSA form will not be visible to you. Instead, you will see “Transferred from the IRS” in the appropriate fields within the FAFSA, on the IRS DRT web page, and on the Student Aid Report.

Step 10. Parent will need to e-sign the FAFSA using their FSA ID. Student will then e-sign with their own FSA ID and submit the FAFSA.