

Steps to Link Taxes on FAFSA.GOV (DRT Tool)

1. Log into FAFSA.GOV with your FSA ID
2. Click on "Financial Information" tab; select that taxes have been filed by clicking "already completed"
3. Choose filing status: i.e. single, head of household, married joint return, etc.
4. Click "No" to filed an amended tax return
5. Click "No" to filed a Puerto Rican tax return
6. Click "No" to filed within the last 3 weeks
7. A button that says "LINK TO IRS" will appear
8. Click on the button and fill in address according to 2016 tax info.
9. Once all information is entered, click on the box that says " Transfer" and then click submit
10. Once submitted, you will be brought back to FAFSA.GOV and all tax information will be automatically filled in for you. DO NOT change any information transferred from the IRS. If your taxes do not transfer, you will need to obtain a copy of your 2016 IRS Tax Return Transcripts.

OR....

You can also go to IRS.GOV and request your tax return transcript be mailed to you.