How to use the Data Retrieval Tool (DRT) on FAFSA

This process will allow you to transfer your income tax information from IRS website to your FAFSA application. If you use the DRT and able to transfer, you are not required to request the Tax Transcript.

- Visit www.fafsa.ed.gov
- Click “Login” (Note: you must use student’s info)

Please remember:

Dependent Student - if both student and parent(s) filed 2012 income tax, you must transfer both student and parent(s) income tax information.

Independent Student – only student requires transferring 2012 income tax information.
Once you successfully log onto the website,

- Click on “Financial Information”

For 2012, have you completed your IRS income tax return or another tax return?

- [ ] Application was successfully saved.

Did you or your spouse file as Married Filing Separately?
- [ ] Yes
- [ ] No

Did you or your spouse file as Head of Household?
- [ ] Yes
- [ ] No

Did you file an amended tax return?
- [ ] Yes
- [ ] No

Did you file a Puerto Rican or foreign tax return?
- [ ] Yes
- [ ] No

Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?
- [ ] Yes
- [ ] No

Based on your response, we recommend that you transfer your information from the IRS into this FAFSA.

Click here to transfer your IRS information to the FAFSA.
After you are connected to the IRS.gov website:

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Get My Federal Income Tax Information

Enter the following information as it appears on your 2012 Federal Income Tax Return.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Tony</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>*<strong>.</strong> - 3037</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Filing Status</td>
<td>Select One</td>
</tr>
<tr>
<td>Address - Must match your 2012 Federal Income Tax Return.</td>
<td>Must type the address exactly as on your 2012 income tax return</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>P.O. Box (Required if entered on your tax return)</td>
<td></td>
</tr>
<tr>
<td>Apt. Number (Required if entered on your tax return)</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>City, Town or Post Office</td>
<td></td>
</tr>
<tr>
<td>State/U.S. Territory</td>
<td>Select One</td>
</tr>
<tr>
<td>ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>
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Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

Return to FAFSA | Submit
1. Review your tax information for accuracy
2. Select the appropriate box below.
3. Select Transfer Now.
4. You will then be returned to the FAFSA website.

Your Data Transfer has been completed!
Almost Done!

- Please **SIGN** with **FAFSA Pin** and **SUBMIT** the FAFSA Application.
- Once that is completed, we will receive your corrected FAFSA with the results of the IRS Data Retrieval within **2-3 business days**.
- Please fill out and submit your **2013-2014 Dependent or Independent Verification Worksheet**. Verification Worksheet is available online at:


**Address:**

NDNU Financial Aid Office  
1500 Ralston Ave,  
Belmont, CA 94002

(OR)

Fax: 650-508-3635