



**BRIDGERLAND**  
TECHNICAL COLLEGE

## IRS Data Retrieval Tool (Student/Spouse)

You reported on your FAFSA that you (and or your spouse if you are married) will file an IRS income tax return\*. If you (and your spouse if you are married) have now completed the tax return required for this FAFSA you should **correct the information on your FAFSA** to reflect the income and tax information reported on your tax return. You may make corrections online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by using your student aid report (SAR).

**The most preferred method** of reporting accurate income and tax information on the FAFSA is by **using the IRS Data Retrieval Tool (DRT)**. Access your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and with a few simple and easy steps, you can transfer IRS tax return information directly onto your FAFSA. If you (and your spouse if you are married) have not yet completed your tax return, you should use the DRT once you have filed your return. Once you have used the DRT to import data from the tax return, do not change it.

*Please note: successfully using the DRT should eliminate any requirement to provide IRS income tax information to your school, however, additional tax information or other documentation may be required. The College will notify you of any information or documentation you may be required to submit.*









If you need help using the DRT call 1-800-4FED-AID (1-800-433-3243). Operators are available to assist you seven days a week between 8 am and midnight eastern time.



\*...or another income tax return such as a foreign tax return, a tax return with Puerto Rico, another US territory (Guam, American Samoa, the US Virgin Islands, Swain's Island, or the Northern Marianas Islands) or one of the Freely Associated States (Republic of Palau, the Republic of the Marshall Islands or the Federated States of Micronesia). See Notes on page 2 of the FAFSA for more information.

Few students are **unable to use the DRT**. In those rare cases that attempting to use the DRT is unsuccessful, it is necessary for the student to **manually correct the FAFSA**. This can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by correcting the paper SAR and mailing it as directed to be entered manually on your FAFSA by the federal processor.

*Please note: entering the information manually is a lengthier method and may require you provide IRS documentation to your school. Acceptable documentation comes directly from the IRS in the form of an IRS tax return transcript. This is not the same thing as the copy of your tax return used to file. Tax return transcripts may be obtained in one of the following ways~*

-  Request your IRS tax return transcript on-line at [www.IRS.gov](http://www.IRS.gov) Click “Get My Tax Record,” then “Get Transcript Online.” The transcript displays and should be printed.
-  Download and use the IRS2Go mobile app.
-  Call the IRS at [1-800-908-9946](tel:1-800-908-9946) and use their quick and easy automated transcript order line.
-  Request one by mail. Go to [www.IRS.gov](http://www.IRS.gov). Click “Get Your Tax Record,” then “Get Transcript by Mail.”
-  Complete and mail Form 4506-T (or use Form 4506T-EZ). This form is available from the IRS web-site [www.IRS.gov](http://www.IRS.gov).
-  Visit the IRS in person. The closest IRS office is located at 324 25<sup>th</sup> Street in Ogden. An appointment may be required. Schedule an appointment by calling (844) 545-5640. Hours of operation: 8:30-12 and 1-4:30. Phone:(801) 626-0753 information only line, or 1(800) 829-1040.

*You may wish to order the tax return transcript early so that if your school does require it, you have it on hand. Remember ~ if you use the DRT, you may not have to obtain a tax return transcript at all. If you are married and filed taxes separately, you will need to provide both your tax return transcript and your spouses.*