

**Option 1 (recommended): IRS Data Retrieval Tool (DRT) on your Free Application for Federal Student Aid (FAFSA)**

The IRS DRT allows students and parents to transfer their 2019 tax data directly from the IRS website. To use the DRT, follow these steps:

1. Go to [www.fafsa.gov](http://www.fafsa.gov) and click "Login" button.
2. Enter your FSA Username and Password and click "Next" button.
3. Click "Make FAFSA Corrections" for the 2021-2022 FAFSA.
4. Create a Save Key and click "Next" button.
5. Click on the "Student Financials" tab if you're entering your information and the "Parent Financials" tab if you're entering parent's data. Select "Already Completed" for the tax return filing status, select the type of income tax return filed in 2019 (this will likely be the "IRS1040" option due to tax law changes that went into effect for the 2019 tax year), and select the tax filing status as it appears on your/your parent's 2019 federal tax return.
6. If you are eligible to use the IRS DRT, you can now click on the "LINK TO IRS" button. If you are not eligible to use the IRS DRT, please proceed to option 2 of these instructions to obtain a Tax Return Transcript. **Please note: if you selected to skip the parent asset questions located at the bottom of the "Parent Financials" section, the option for the DRT will not present itself in the "Student Financials" section. You will need to go back to the "Parent Financials" section and answer the asset questions.**
7. Click "Proceed to IRS site" to leave the FAFSA website and enter the IRS DRT website and click "OK" to acknowledge that you're leaving the FAFSA website.
8. Click "OK" to accept the IRS DRT terms of use.
9. Enter the requested information and click "Submit". **Remember to enter your name, filing status, and address EXACTLY how it's displayed on your/your parent's 2019 federal tax return.**
10. **Check the grey box to "Transfer My Tax Information into the FAFSA form" and click "Transfer Now".** Your IRS data will be transferred to your FAFSA, and you will be returned to the FAFSA website.
11. When you return to the FAFSA website, you will be promoted to enter wage information. This information will come from W-2 forms or the 1040 itself depending on your/your parent's source of income. Clicking the "?" button on the wages section will provide you with more detailed instructions. Please do not estimate these figures.
12. Answer remaining questions and continue to the "Sign & Submit" tab. Please be sure to follow all of the instructions carefully to submit your FAFSA correction.

NOTE: If you are using the IRS DRT for both the student and parent, you will have to complete this process twice, once under the "Student Financials" section and once under the "Parent Financials" section before submitting the FAFSA.

**Option 2: Provide our office with a 2019 IRS Tax Return Transcript**

**PLEASE LIST STUDENT ID # ON ALL TRANSCRIPTS**

There are multiple ways to obtain a 2019 Tax Return Transcript from the IRS. Any of these options will provide you with a Tax Return Transcript, Verification of Non-Filing, Account Transcript, or Wage and Income Transcript free of charge.

1. Online – Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and follow steps to either:
  - select "Get transcript ONLINE" to view, print or download your transcript(s) (You must make an account and provide information similar to a credit check for this option), **OR**
  - select "Get transcript by MAIL" Transcripts arrive in **5 to 10 calendar days** at the address on file with the IRS.
2. In person – Call (844) 545-5640 to schedule an appointment for pick up at the local IRS office, located at 201 Thomas Johnson Drive, Frederick MD 21702.
3. Via Mail – Call (800) 908-9946 to have transcripts mailed to the address on file with the IRS.
4. Mail form 4506-T – Visit [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf) to print and mail to the IRS. You will first need to fill in "1040" for option 6, select option 6a from the list, and fill in **12/31/2019** under option **9** and complete all other necessary information, plus your signature and date. Mail the 4506-T directly to the IRS using the address chart given in the instructions. Please note: If our office **specifically** asks you to provide a 2019 Verification of Non-Filing you will need to select options **7** and **8** on form 4506-T. You will also need to fill in **12/31/2019** under option **9**. If you are asked to provide a 2019 Wage and Income Transcript, you will need to select option **8**.

**Option 3: Provide our office with a signed 2019 personal tax return**

If you self-prepared your taxes using a service, such as TurboTax, you will be required to sign the bottom of your tax return (form 1040). If you choose this option, you will need to submit your Federal Tax Return with all schedules. Please do not submit your Maryland State Tax Return.