Your FAFSA and the IRS Data Retrieval Tool (DRT)

What is the IRS Data Retrieval Tool?

The U.S. Department of Education and the Internal Revenue Service (IRS) have collaborated to develop a tool that simplifies the completion of the FAFSA application. The IRS Data Retrieval tool allows FAFSA applicants and parents to request and retrieve their tax data directly from the IRS. Once this data is retrieved from the IRS, it can be transferred to the FAFSA application.

What are the benefits of using the DRT?

Eligible applicants can complete their FAFSA more easily and accurately! The tool will increase the accuracy in awarding of student financial aid funds. Applicants selected for verification can use the tool to update their income information and avoid unnecessary processing delays or the need to submit paper copies of their tax returns to BGSU.

How do I know if I am eligible to use the DRT?

For 2015-2016 applicants filing an initial or renewal FAFSA on the Web application or making a correction are eligible to use the IRS Data Retrieval tool if he or she meets all of the following requirements:

- Must have a valid Social Security number
- Must have filed a 2014 federal tax return
- Must have unchanged marital status since December 31, 2014

The following list represents who cannot use the IRS Data Retrieval tool for 2015-2016:

- Parents with all zeroes for a Social Security number
- Any student or parent with a marital status date of January 1, 2015 or later
- Any student or parent who indicates they have not already filed a tax return and will not file a tax return
- A married independent student and spouse who filed separate tax returns
- Parents of a dependent who filed separate tax returns
- The applicant, parent, or spouse as applicable, who had filed an amended tax return

My parents and I are eligible to use the DRT. What should we do now?

1. If you or your parent(s) already used the IRS Data Retrieval Tool to report your financial aid information on your FAFSA, AND YOU DID NOT CHANGE THE FINANCIAL INFORMATION AFTER RETRIEVING IT, you or your parent(s) will not be required to submit any additional tax information unless it is requested. Monitor your MyBGSU email account for additional updates from SFA, as well as your To Do List in your MyBGSU for additional document requests.
2. If you or your parent(s) estimated your tax information when you filed the FAFSA, return to your online application and update financial information by using the IRS Data Retrieval Tool. If the IRS Data Retrieval Tool is used, AND THE INFORMATION IS NOT CHANGED AFTER RETRIEVING IT, you or your parent(s) will not be required to submit any additional tax information unless it is requested. Monitor your MyBGSU email account for additional updates from SFA, as well as your To Do List in your MyBGSU for additional document requests.

3. If you or your parent(s) choose not to use the IRS Data Retrieval Tool, you or your parent(s) must submit additional tax information to SFA as instructed on your To Do List in your MyBGSU.

4. If you or your parent(s) used the IRS Data Retrieval Tool when you filed the FAFSA and later made a change to the income data, you or your parent(s) will be required to submit additional tax information to SFA as instructed on your To Do List in your MyBGSU.

**I am an independent student and am eligible to use the DRT. What should I do now?**

1. If you already used the IRS Data Retrieval Tool to report your financial aid information on your FAFSA AND YOU DID NOT CHANGE THE INFORMATION AFTER RETRIEVING IT, you will not be required to submit any additional tax information unless it is requested. Monitor your BGSU email account for additional updates from SFA, as well as your To Do List in your MyBGSU for additional document requests.

2. If you estimated your tax information when you filed the FAFSA, you are strongly encouraged to return to your online application and update your financial information by using the IRS Data Retrieval Tool. If you use the IRS Data Retrieval Tool, AND YOU DO NOT CHANGE THE INFORMATION AFTER RETRIEVING IT, you will not be required to submit any additional tax information unless it is requested. Monitor your BGSU email account for additional updates from SFA, as well as your To Do List in your MyBGSU for additional document requests.

3. If you choose not to use the IRS Data Retrieval Tool, you must submit additional tax information to SFA as instructed on your To Do List in the Student Service Center.

4. If you used the IRS Data Retrieval Tool when you filed the FAFSA and later made a change to your income data, you must submit additional tax information to SFA as instructed on your To Do List in MyBGSU.

**We just filed our tax return today. Can we still use the DRT?**

Yes, you can; however, your tax information will not be available from the IRS site for 1-2 weeks after filing an electronic return or 6-8 weeks after submitting a paper tax return.
We filed a paper tax return, but I can’t wait 6-8 weeks to use the DRT. Is there anything else I can do?

Yes, there is. You can submit: 1) a signed and dated photocopy of your Federal 2014 1040 as well as photocopies of all schedules filed with your tax return, or 2) a 2014 Federal IRS Tax Return Transcript to SFA. Check your To Do List in your MyBGSU for direction on which type of tax documentation is requested by SFA.

My spouse and I are not eligible to use the DRT, and we did not keep copies of our federal tax returns. What now?


I didn’t save a copy of my federal tax return, but I do have a copy of my state return. Why can’t you just use my state return?

Federal financial aid regulations currently state that we are only permitted to accept information transmitted via the IRS DRT or from a federal tax return.

My parents used the DRT for correcting my FAFSA. How do I know that Student Financial Aid received the information?

When Student Financial Aid receives the updated FAFSA information, and if no changes were made to the income information after it was retrieved, the requests for tax returns on your MyBGSU -To Do List will automatically be waived. However, you may still need to submit w-2 forms if requested on your To Do List. It will take approximately 3 business days for the tax return request status to show as waived. Monitor your BGSU email account for additional updates from SFA.

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