How to Use the IRS Data Retrieval Tool

The IRS Data Retrieval Tool (DRT) is an accurate, secure, and simple way to verify your income. It can be used by both students and parents to fulfill the income verification requirement.

To use the Data Retrieval tool, complete the following steps:

1. Log in to your current FAFSA or start a new application at fafsa.gov.
2. In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.
3. Click the "Link to IRS" button and log in with your FSA ID to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information <u>exactly</u> as it appears on your federal income tax return and click the "Submit" button.
5. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.
6. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

If you are NOT eligible to use the IRS Data Retrieval Tool you will need to complete income verification by submitting a <u>signed</u> copy of your 2017 tax return. Even if you filed electronically, you will need to physically sign page two of the return and either hand deliver, mail, or fax the form to 503-585-4316. The mailing address is Corban University, Financial Aid Office, 5000 Deer Park Dr. SE, Salem, OR 97317.