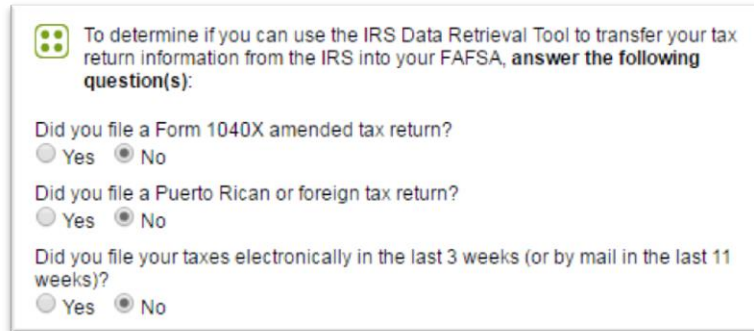


## OBTAINING TAX INFORMATION

When a student is selected for verification, the Department of Education requires schools to collect the student and parent/spouse's tax information in order to support the information that was provided on the FAFSA; unfortunately, we cannot accept tax papers such as the 1040 form—all tax information *must* come *directly* from the Internal Revenue Service (IRS).

If taxes were filed for the year in question and the answer to the following questions is “No”, then you are encouraged to update the tax information using the IRS Data Retrieval Tool—this will link the tax information directly to your FAFSA, which saves time, ensures accuracy, and prevents you from having to contact the IRS.



The screenshot shows a questionnaire titled "To determine if you can use the IRS Data Retrieval Tool to transfer your tax return information from the IRS into your FAFSA, answer the following question(s):". It contains three questions, each with "Yes" and "No" radio button options. The first question is "Did you file a Form 1040X amended tax return?" with "No" selected. The second question is "Did you file a Puerto Rican or foreign tax return?" with "No" selected. The third question is "Did you file your taxes electronically in the last 3 weeks (or by mail in the last 11 weeks)?" with "No" selected.

To use the IRS Data Retrieval Tool, which takes 3-5 days to process, log into your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and then follow these steps:

- Select ***Make FAFSA Corrections***
- Click on ***Financial Information*** tab
- If you answered “No” to all three questions at the top, click on “***Link to IRS***”.
- Click “***Leave FAFSA website***”. Your personal information is secure.
- Input your information exactly how it appears on your taxes (same name, address, and filing status).
- Click ***Submit***.
- Select the option that says ***Transfer Now*** once your financial information appears, and then press ***Transfer***.

**\*\*Be sure not to change any of the information transferred to your FAFSA from the IRS website, as doing so will require us to request a hard copy of your tax transcripts from the IRS.\*\***

- Answer any blank questions and then sign and submit your FAFSA correction.

If you have not received any emails concerning this update from our office within 7 business days, please contact us to follow-up.

**ADDITIONAL OPTIONS:** If the above information does not apply to you, then you may obtain your Tax and/or W2 Transcripts either in person or by mail, as follows:

**A. Request a copy in-person** (*appointment may be required*):

**Robert Young Federal Building**  
1222 Spruce Street  
St. Louis, MO 63102  
1-844-545-5640

**B. Request a copy to be mailed by phone** (usually mailed within 7-14 business days):

- Call the IRS at 1-800-829-1040
- Follow prompts for the language choice
- Select prompt that will allow you to speak with a live representative
- Request documents to be mailed to your home; keep the original for your records and submit a photocopy to the Office of Financial Assistance