

## OBTAINING TAX TRANSCRIPTS

### OPTION 1: Print Tax Transcripts Online

- Visit [www.IRS.gov](http://www.IRS.gov)
- Under *Tools*, select “**Get transcripts of your records**”
- Choose “**Get transcript online**”
- Create an account
- Choose “**Higher Education/Student Aid**”
- Select the year in question under “**Return Transcript**”
- Print the document

### OPTION 2: Request a Copy In-Person

- Free of charge
- Documents will be given to you immediately

**Robert Young Federal Building**  
1222 Spruce Street  
St. Louis, MO 63102

### OPTION 3: Request a Copy By Phone (will be 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
- Keep the original copy and submit a photo-copy to the Office of Financial Assistance

### OPTION 4: Update FAFSA Using IRS Data Retrieval Tool (processed within 3-5 business days)

- Log into your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- 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*
- Click on the box that says *Transfer Now* once your financial information appears
- **Don’t change any of the information transferred to your FAFSA from the IRS website**
- Sign and submit your FAFSA