

OBTAINING TAX TRANSCRIPTS

OPTION 1: Request a Copy In-Person

- Free of charge
- Appointments must be made prior to going to the federal building

Robert Young Federal Building

1222 Spruce Street
St. Louis, MO 63102
Phone: (844)545-5640

OPTION 2: 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 3: Update FAFSA Using IRS Data Retrieval Tool (processed within 3-5 business days)

- Log into your FAFSA at 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