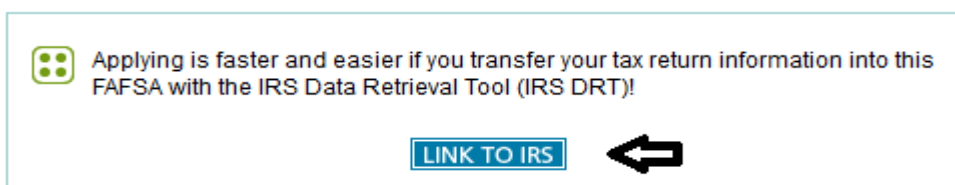


## OBTAINING TAX INFORMATION

Verification is a process where the Department of Education requires schools to collect the student and parent/spouse's official federal tax information. All tax information must come directly from the Internal Revenue Service (IRS). The best way to do this is by using the IRS Data Retrieval Tool in the FAFSA application.

- Go to [fafsa.ed.gov](https://fafsa.ed.gov), select the "Login" button, and enter your FSA ID
- Select the "Make FAFSA Correction" button, enter a Save Key, and select NEXT
- Select the "Financial Information" tab from the top of the page.
  1. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
  2. If eligible click "Link to IRS"
  3. Parents will need to enter their FSA ID to complete this process for their tax information
  4. Select the option that says Transfer Now.



5. The tax information you transfer from the IRS into your FAFSA form won't be visible to you. You will see "Transferred from the IRS" in the appropriate fields on the FAFSA and other documents.

DO NOT make any changes to information transferred. Altering the information will cause the transfer to be invalid and will require us to request a hard copy of your tax transcripts from the IRS. If you are unable to use this option, additional options for obtaining IRS Transcripts are listed below

You can get IRS Tax Transcripts, Wage and Income Transcripts, and Verification of Non-filing Letter from the IRS.

- Via the Web - Go to [irs.gov](https://irs.gov) and select "Get Your Tax Record"
  - Get Transcript by MAIL – Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's
  - Get Transcript ONLINE – Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Via the Phone -Automated Telephone Request – 1-800-908-9946 or 1-800-529-1040. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- In Person – will need to make an appointment

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

Parents and Independent Students who did not file taxes will need to request a **Wage and Income Transcript** and **Verification of Non-filing Letter** in order to complete verification.