



TAX TRANSCRIPTS – FAFSA VERIFICATION

RECOMMENDED OPTION

- **DATA RETRIEVAL TOOL (DRT):** Log back into the FAFSA to make corrections, and link information from the IRS. ("Link to the IRS" button shows on financial section, if tax filing status is 'already completed' and questions following are all 'No'.)

You are **INELIGIBLE** for the DRT if you: Filed an amended or foreign tax return, you or your parents are married but filed separate tax returns, or are a victim of identity theft (see bottom of page)

ALTERNATE OPTIONS (PAPER TRANSCRIPT):

- **VIEW/PRINT ONLINE:** www.irs.gov → Click "Get My Tax Record" → Choose "Online" or "Mail"
- **PHONE:** Call 1-800-908-9946 to have a copy mailed to you (takes 7-10 days)

WE CAN ACCEPT W/ SIGNATURE

Federal Tax Return: 1040

WE CAN ACCEPT

The "Tax Return Transcript" is required if taxes were filed. (See instructions above.)

The "Wage and Income Transcript" can be used in place of W2s, but does not take place of the "Tax Return Transcript".

Incorrect Tax Transcripts: Account Transcript, Record of Account, State Tax Return: MO-1040

Note: Victims of IRS Identity Theft should contact the Identity Protection Specialized Unit (IPSU) toll free at 1-800-908-4490 and request the TRDBV (Transcript DataBase View) in place of the "Tax Return Transcript".

Additionally, you must send a copy of the signed identity theft affidavit or a letter from IRS verifying identity theft.