Directions for 2014 IRS Tax Filer Verification

Scholarship Applicants are required to validate their and their parent(s)/stepparent’s 2014 federal tax filer information. Below, please see the different methods for submitting the 2014 tax filer information.

The preferred method of updating your Free Application for Federal Student Aid (FAFSA) with your 2014 Federal Tax Return information is the IRS Data Retrieval Tool (DRT). Returns filed electronically will be available to use the DRT 2-3 weeks after the return has been accepted by the IRS. Filers using a paper return will be available to use the DRT after the return has been received and processed by the IRS. In order to see if you qualify to use the DRT, please do the following:

- Log into your FAFSA at www.fafsa.ed.gov.
- Select Make FAFSA Corrections.
- Navigate to the Financial Information tab.
- If you qualify to use the IRS DRT, enter your PIN and click Link To IRS. Click OK to continue.
- Once on the IRS website, enter all of your information correctly. Click Submit.
- Check the “Transfer My Tax Information into the FAFSA” box and click Transfer Now.
- Once completed, select OK and return to the FAFSA - make sure to sign with all electronic PINs required.

Written directions for the DRT are available at: https://fafsa.ed.gov/help/irshlp9.htm
Video directions for the DRT are available at: http://www.youtube.com/watch?v=9ZNRdk3iXeM

If you do not qualify use the IRS DRT, you must submit a copy of your 2014 Tax Return Transcript to our office with student’s name and SLU ID printed on each page.

You may request or print and submit a Federal Tax Return Transcript. Go to www.IRS.gov/transcript or call 1-800-908-9946.

Get It Now Online Request
- Click “Get Transcript ONLINE” (Click OK for Authorized Use Box).
- Print your 2014 Tax Return Transcript to submit to our office with student’s name and SLU ID on each page.

Online Request By Mail
- Click “Get Transcript by MAIL” (Click OK for Authorized Use Box).
- Enter the primary tax filer’s Social Security Number (or the IRS individual taxpayer identification number), Date of Birth, Street Address, and Zip or Postal Code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed and click “Continue”.
- In the Type of Transcript field, select “Return Transcript”. In the Tax Year field, select “2014”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.