

SAINT LOUIS UNIVERSITY™

STUDENT FINANCIAL SERVICES

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Directions for 2015 IRS Tax Filer Verification

You have been asked to verify your and your parent(s)/stepparent's 2015 federal tax filer information. Below, please see the different methods for submitting the 2015 tax filer information.

FAFSA IRS Data Retrieval Tool

★ Recommended ★

The most efficient way to provide your IRS tax information is by using the IRS Data Retrieval Tool (DRT) within your FAFSA application.

In most cases, no further income verification documentation is required when using this tool as long as the information is unchanged.

- Go to www.fafsa.gov and select Login.
- Select "Make FAFSA Corrections"
- Select the Financial Information tab and follow the instructions provided. Be sure to enter your address exactly as it appears on your Federal 1040.
- Once the IRS data transfer is complete, electronically SIGN and SUBMIT your FAFSA.



IMPORTANT: If you use the Data Retrieval Tool to link your tax information, please do not submit paper copies of Tax Return Transcripts unless requested by the Financial Aid Office.

Don't Want to Use the Data Retrieval Tool?

If you are unable to use the Data Retrieval Tool, or you choose not to, you must submit a paper copy of all required Tax Return Transcript(s). www.irs.gov

Options for Getting Your IRS Tax Return Transcript

Online Request

- Go to <https://www.irs.gov/individuals/get-transcript-beta>
- For Tax Return Transcript online - Click "Get Transcript ONLINE" (Click OK for Authorized Use Box).
- For Tax Return Transcript by mail - Click "Get Transcript by MAIL" (Click OK for Authorized Use Box).
- Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Telephone Request - 1-800-908-9946

Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

Tax Filers with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS - Provide the following documents:

- A copy of IRS Form 4868 that was filed with the IRS for the tax year;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension (if applicable); **and**
- A copy of W-2 forms for **each** source of employment income received for the tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year.

Individuals Who Filed an Amended IRS Income Tax Return - Provide a copy of the original IRS tax return transcript **and** a signed copy of IRS Form 1040X.

Individuals Who Were Victims of Tax Administration Identity Theft - Call the IRS at 1-800-908-4490. In addition, you must provide a signed statement indicating that you were a victim of tax-related identity theft (Form 1e).

Individuals Who Filed Non-US Income Tax Returns - A transcript obtained, at no cost, from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for the tax year. If the transcript cannot be obtained at no cost, a signed copy of the applicable tax return(s).