

If a 2016 Federal Tax Return Transcript is requested for verification,
You must complete ONE of the following:

1. Use the **IRS Data Retrieval Tool** within the FAFSA on the web:
 - a. Go to **FAFSA.gov**, log in to your FAFSA record, and select **Make FAFSA Corrections**.
 - b. Navigate to the **Financial Information** section of the form, **Link to the IRS**, and download your tax information.
 - c. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

2. Electronically request an official **2016 Tax Return Transcript** online:

- a. Go to www.irs.gov and select **Get Your Tax Record**.
- b. Then select **Get Transcript Online**.

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account

3. Electronically request an official **2016 Tax Return Transcript** be mailed to you:

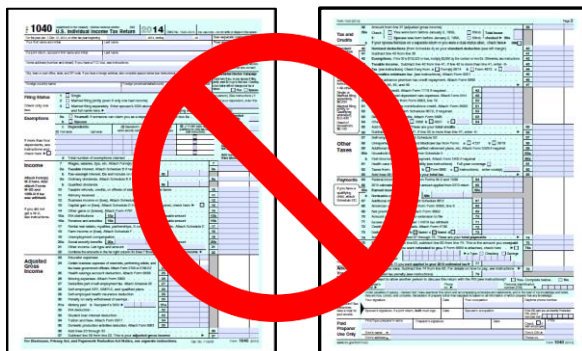
- a. Go to www.irs.gov and select **Get Your Tax Record**.
- b. Then select **Get Transcript by Mail** and enter your information.
- c. Select **Return Transcript** for Type of Transcript.

4. Complete a **Request for Transcript of Tax Return Form 4506-T** (available under Financial Aid Forms at www.eastcentral.edu) and fax to (855) 821-0094 or mail to the address on the form.

5. **If you are the parent of a dependent student and were not required to file 2016 taxes:**

In place of a tax return transcript, you must provide a **2016 verification of non-filing letter** from the IRS and the **2016 wage and income statement** from the IRS. If you did not file and had no wages earned, these documents will confirm that information.

**A copy of your
tax return cannot be
accepted for the
purpose of
verification.**



Upon receipt of your 2016 Tax Return Transcript, please email (finaid@eastcentral.edu), mail, or fax to our office (636) 583-6651 along with any other requested documents and include the student's ID or Social Security number on each document.